**AGADA VICTOR**

61, Mashalashi Street, Ikoyi – Obalende ..victorpouche@gmail.com 08164328995

**PROFESSIONAL SUMMARY**

Human Resource Manager offering extensive experience within a federally regulated environment. Innovative, energetic individual with a proven track record in developing, implementing and administering Human Resources programs. Will provide expertise in the following areas;

**AREAS OF EXPERTISE**

* Compensation and Benefits Payroll Administration
* Communication Learning and Development
* HR policies and processes Data analysis (MS and Google office suite)
* Organisation Talent Identification and management
* Succession Planning. Performance Management

**WORK HISTORY**

Allied Thrust and Systems (ATS)

**Head Human Resources And Admin06/2022 – 06/2023**

**Job duties**

* Processing monthly payroll for 100+ employees by verifying time data is accurate and properly approved in the time management system.
* Providing analytical, technical administrative and project management support as it relates to benefit, payroll and reporting and compliance measures
* Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
* Analyses trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organisation attracts and retains top talent.
* Creates learning and development programs and initiatives that provide internal development opportunities for employees.
* Oversees employee disciplinary meetings, terminations, and investigations.
* Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance, edit handbook where necessary.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
* Performs other duties as assigned.

355 GROUP

**Human Resources Generalist and Admin Manager 06/2017 – 06/2022**

**Job duties**

* Develop and implement a comprehensive, integrated and effective human resource management framework (systems, policies and procedures) covering Organization Design, Talent Management, Performance Management, Rewards Strategy and Employee Relations
* Support in the development and implementation of effective human resource and change management strategies that enable the attainment of organizations business objectives
* Identify and implement specific human capital improvement initiatives required to support the long-term growth and stability of the company
* Facilitate the development of an ideal and effective corporate culture and system of values in the organization
* Ensure the business retains an effective and capable workforce able to deliver against set goals and objectives Organization Design (OD)
* Serve as custodian of the management-approved organizational charts and manage the process for organization re- structure and job design across business units
* Develop OD solutions and provide advisory support to management regarding organizational effectiveness.
* Talent Management (Staffing, Learning & Development and Succession Planning)
* Partner with management to develop a staffing strategy to meet business needs
* Oversee the recruitment life cycle including sourcing, screening, interviewing, selecting, placement and confirmation of all new hires.
* Ensure timely and adequate orientation, induction and on-boarding of new employees and seconders
* Coordinate recruitment efforts with external vendors as needed. Also attend career fairs and networking events as needed to aid recruitment..
* Track corporate, departmental and employee competency levels and ensure adequate and effective learning and development programs are in place to provide staff with the competencies required for their current and future planned roles
* Manage entire training cycle - training needs analysis, training schedule and development, delivery, implementation and evaluation
* Manage company-wide performance management process
* Ensure periodic performance reviews and support line management in addressing performance shortfalls Employee Relations, Welfare & Rewards
* Review organization’s work practices and/or conditions of employment, ensuring best practices and compliance with relevant labor laws
* Establish a relationship of trust and understanding with managers and employees. Investigate, manage and resolve employee relation issues including disciplinary and grievance matters
* Design, plan and coordinate employee welfare programs
* Develop a reward strategy that supports business objectives, drives and rewards performance and creates value for business stakeholders
* Periodically review businesses environment and reward practices to ensure company maintains a competitive position to attract and retain a talented workforce
* Provide monthly payroll advice and supervision; ensure salaries are duly paid and statutory deductions are remitted as at when dueSent from my iP

BROWNLOY GLOBAL SERVICES

**Operations Supervisor And Human Resources Assistant 2015 – 2017**

* Oversee all operations and ensure its smooth running
* Assist in hiring process and onboarding
* Coordinate necessary supplies to various departments.

**EDUCATION**

Bachelor Of Science. BSc physics (Ed) (2015)

• Federal University of Agriculture Makurdi, Benue State.

**CERTIFICATIONS**

**Chattered Institute Of Personnel Management (CIPM)**

Member

**REFERENCES**

Available On Request