**ELISHA SIMONACIPM, HRBP~~,~~ ITIL**

HR GENERALIST

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**PROFILE SUMMARY**

Leading HR Generalist with over 11 years professional experience in proffering exceptional talent management, and training and development services which have ensured continued business growth and corporate citizenship. Effective at initiating and implementing healthy HR policies, Learning and Development strategy, Benefits and Compensation Strategy, and performance strategies. Communicate policies effectively to new and existing employees. Has a likeable personality; maintaining and ensuring a friendly work culture that enables social integration of employees. Has membership with Society for Human Resource Management (SHRM) USA, Human Resource Certification Institute (HRCI) USA and Chartered Institute of Personnel Management of Nigeria.

**CORE COMPETENCIES**

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| --- | --- |
| * Industrial/Employee relations * Talent Acquisition * Labour Law, HR policy design and implementation * Team building, Learning and Development * Performance management * Change Management | * Ensuring Corporate Citizenship * Health Safety and Environment * Compensation and Benefit Management * Business Technology * Commercial Awareness |

**HIGHLIGHTS**

* Energetic, reliable and adaptable with solid understanding of Human Resources and Business operations
* Ability to identifying methods for improving staff productivity and organisational behaviour
* Excellent communication and interpersonal skills
* Highly organized, analytical and decisive with strong problem solving capabilities
* Rapidly learning new business environment and delivering both immediate and long term objectives
* Team player and goal getter with flexible and positive attitude

**PROFESSIONAL EXPERIENCE**

**Group Head, Learning and Development (Jotna Group) 2018 till date**

I currently head the Learning and Development department for the group in three countries. I define and design all strategies related to learning and development, use learning and development as a tool to boosting workforce and enhancing performance and productivity. Jotna Group comprises the Lacasea, Prima Corporation and Engee pet manufacturing.

**Human Resources and Industrial Relations Manager Sterling Oil Exploration & Production Company** December 2015 till July, 2018

A member of the Sandesara Group, diversified in petroleum Exploration and Production in Nigeria. Worked closely with all service companies and third party contractors’ Management and HR specialist teams, providing provide leadership and expertise for the full scope of Human Resource functions.

* Led the organizational design and restructuring as it relates to people and talent management
* Developed, implemented and maintained strategy for vendor management, compliance and governance
* Managed headcount, implemented compensation strategy and pay structure, leading salary benchmarks and negotiations, and driving people commitment and performance
* Oversaw labour and industrial relations, developing and maintaining long standing relationships with relevant labour unions across Nigeria
* Represented Management in various meetings with unions (PENGASSAN and NUPENG) and government bodies such as DPR, NAPIMS, NCDMB, Ministry of Labour
* Developed company-wide manual for effective management of employees’ relations
* Liaising with businesses and diagnosing interventions needed in improving organizational effectiveness
* Planned and drove the recruitment cycle with recruiting Managers and Executives, identifying challenges, and providing solutions
* Oversaw the recruitment of talent across the Group and ensured the Companies under the Group have the right number of employees with the right skills and competencies.
* Provided HR support to employees across 13 locations, managing the support team and achieving overall departmental effectiveness
* Conducted skills gap analysis; competency mapping, and skills matrix
* Handled disciplinary procedures and grievances

**VDT Communications HR Generalist/ Head, Learning and Development;** August 2014-August 2015

* Designed a Learning and Development Strategy in line with business requirement in the company
* Led the corporate culture restructuring
* Oversaw performance management from performance planning to appraisal and feedback, and designed the HR department balanced scorecard
* Handled employee engagement through effective Human Resource Business Partnering
* Designed competency framework and mapping which ensured skills needed to perform job responsibilities are in constant supply
* Initiated a new succession planning strategy to ensure that there is a regular supply of personnel for key positions
* Ensured that knowledge gap identified within the system is effectively assessed and effective L&D strategy put in place to correct deficiency
* Reviewed and delivered the employee handbook before given date

**The GIG Group Group Head, Human Resources;** September 2013-July 2014

* Introduced a simple balanced scorecard for strategy and performance management and a forced distribution appraisal method using bell curve
* Built a robust employer brand and value proposition that made the company a compelling place to do business and a compelling place to work, thus ensured the interests of stakeholders were satisfied
* Established a state of the art training school for the company and designed learning and development strategies that improved staff competencies through structured and informal on the job and class room training
* In charge of talent sourcing and acquisition for the Group
* Ensured competent personnel are hired, engaged, retained which achieved company’s objectives

**Staflex Consulting Senior Consultant;** September 2012 till August 2013

* Led the business development team; consulting and marketing
* Designed the firms HR policies in line with its mission and vision
* Set target to the marketing and consulting teams and led them to achieve the set targets
* Proffered consulting and training services to clients in all areas
* Oversaw all executive selection assignments
* Supported and deputized for the Managing Consultant whenever necessary
* Coordinated development and presentation of proposals for clients and ensure clients recruitment

**Recruitment Consultant** October 2008 till July 2012

* Coordinated induction programs for employees
* Oversaw the recruitment and selection of new members of staff
* Ensured staff benefit and welfare administration and computed and processed salaries
* Facilitated classroom instructions for employees
* Prepared offer letters, reference check, salary breakup and appointment letters for new recruits

**KEY ACHIEVEMENTS**

* Effectively managed the activities of NUPENG and PENGASSAN in Sterling Oil Exploration and Energy Production Company thereby reducing negative exposure of the company to strike and lockoutswhich reduced the intensity of strike actions by over 90%
* Concluded five (5) Collective Bargaining Agreements with NUPENG and PENGASSAN within time frame set by Management thereby reducing negotiation cost by over 95% while also reducing employees’ man-hour loss
* Solely and effectively represented Sterling Oil Exploration and Energy Production Company Management at summons by committee on Public Petitions at the National Assembly to defend the Company employees’ related issues which in turn was at the favour of the company
* Manned the team that reviewed current policies of Sterling Oil Exploration and Energy Production Company to meet the global standard
* Represented Sterling Oil Exploration and Energy Production Company Ltd at meetings with DPR, NAPIMS, NCDMB, NNPC and Ministry of Labour and handled all issues with the regulatory bodies effectively
* Built a world class training facility for GIG group Ltd which enhanced the business of the company significantly
* Introduced a learning Management System to VDT Communications Ltd and worked with the IT department for its development which currently takes care of the training need of the company
* Spearheaded the first ever Management traineeship program for VDT Communications Ltd and which was a great success

***CONSULTING EXPERIENCE***

**Taglines Limited (Service Company for Chevron) HR Consultant; 2011 to 2013**

* Built, nurture and ensure the HR department meets with the requirement of Chevron
* Developed the HR structure, policies and strategies and ensured the required number of talents are identified for its operation
* Managed the entire recruitment process from sourcing to final hiring

**EDUCATION**

* Masters of Business Psychology, **University of South Wales, UK** in View
* B.sc in Industrial Relations and Personnel Management (2.1), **Lagos State University** 2007

**PROFESSIONAL AFFILIATIONS**

* Associate Member, Chartered Institute of Personnel Management of Nigeria 2011
* Member, Society for Human Resources Management, USA 2014
* Human Resource Business Professional (HRBP) 2014
* ITILL 2015

**TRAININGS**

* Balanced Scorecard training by Balanced Scorecard West Africa
* Master class Human Resource Management training by People source Consulting
* Human Resource Management Class by Kendor Consulting
* Sage VIP Payroll/HR training by AGL Consulting
* Learning Management System training
* ITIL Foundation Certification by AXELOS
* Advanced Human Resource Management Training By Tom Associates
* Instructor Led Facilitation Skills by Phillips Consulting

Referees:

Will be provided on request.