

Temitope Oriade

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Professional Summary

Dynamic and people-driven HR Manager with over [3 years] of progressive experience in human resource management, employee relations, talent acquisition, and organizational development. Proven ability to lead HR operations across diverse industries, implement strategic initiatives, and foster positive workplace culture. Known for aligning HR functions with business goals while advocating for staff welfare, compliance, and continuous improvement.

CORE COMPETENCIES

- Talent Acquisition & Retention
- Employee Relations & Engagement
- Performance Management Systems
- Compensation & Benefits Administration
- Training & Development
- Conflict Resolution & Disciplinary Action
- HR Data Analytics & Reporting
- Labour Law & Regulatory Compliance
- HRIS & HR Technology (Workpay, zoho)

Experience

JANUARY 2024 - PRESENT

Home-Affairs Supermarket – *Human Resource Teamlead.*

- Led a team of 4 HR professionals in managing a workforce of over 350 employees across 6 branches.
- Designed and implemented a performance management framework that improved productivity.

- Handled end-to-end recruitment, onboarding, and orientation of over employees, reducing time-to-hire.
- Resolved employee grievances, conducted investigations, and enforced disciplinary processes while maintaining fairness and compliance.
- Rolled out employee engagement programs that led to increase in staff retention.
- Oversaw payroll and benefits administration, ensuring 100% accuracy and timely disbursement.
- Spearheaded HR digitalizations project, implementing Workpay software to streamline employee records, leave tracking, and reporting.
- Partnered with department heads to align HR strategy with business goals.
- Managed grievance handling, mediation, and conflict resolution to ensure a productive work environment.
- Conducted training needs assessments and coordinated monthly training schedules.
- Developed job descriptions and competency models for all key roles.
- Monitored compliance with local labor laws and updated HR policies accordingly.
- organizing periodic staff appraisals and documented performance reports.
- Develop and monitor HR metrics (turnover rates, cost-per-hire, training ROI) to inform strategic decisions.
- Review, and update HR policies and employee handbooks to align with labor laws and best practices.
- Ensure internal compliance with statutory requirements (e.g., pension, tax, health insurance).
- Organize staff recognition programs, team bonding events, and wellness activities.
- Identify training needs and develop annual L&D calendars in line with performance gaps.
- Partner with external facilitators or institutes for technical, leadership, and soft skill training.
- Trained HR staff and other stakeholders on using digital tools effectively.

FEBRUARY 2023-DECEMBER 2023.

Home Affairs Supermarket – Human Resource Executive

- Supported daily HR functions including employee records, recruitment coordination, and leave management.
- Provided HR advisory to retail supervisors and ensured proper implementation of company policies.
- Assisted in organizing periodic staff appraisals and documented performance reports.
- Coordinated logistics for interviews, training, and staff welfare programs
- Assist in drafting job descriptions and posting job adverts on various platforms.
- Shortlist CVs and schedule interviews with hiring managers.
- Conduct reference checks and employment verifications.
- Coordinate onboarding process including orientation sessions, document collection, and introduction to company policies.
- Issue offer letters, employment contracts, and update HRIS with new hire details.
- Maintain accurate and up-to-date employee records both digitally and in personnel files.

- Track probation periods, contract renewals, and employee movements (transfers, promotions).
- Prepare HR reports and dashboards (e.g., headcount, turnover, absenteeism).
- Ensure confidentiality and secure handling of employee information.
- Monitor staff attendance and generate monthly reports.
- Process leave applications and maintain leave balances (sick, annual, maternity, etc.).
- Follow up on late arrivals, absenteeism, and leave violations.
- Ensure compliance with the company's time and attendance policy.
- Maintain training records and evaluate post-training feedback forms.
- Assist in identifying training needs from performance appraisals and department requests.
- Track training budgets and vendor payments
- Draft internal HR memos, announcements, and newsletter updates.
- Coordinate internal staff events, town halls, and employee feedback sessions.
- Update bulletin boards and staff community group regularly.
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- **JANUARY 2022 -DECEMBER 2022-NYSC**

The Startup Consulting – *HR Business Partner Junior*

- Served as the first point of contact for assigned business units on HR-related matters.
- Build strong relationships with department heads to understand team structures, challenges, and workforce needs.
- Supported the implementation of HR initiatives aligned with business objectives.
- Tracked and support performance improvement plans (PIPs) and development actions.
- Analyzed trends in performance issues and provide feedback to improve outcomes.
- Participated in talent planning discussions and workforce forecasting.
- Supported recruitment processes by collaborating with the talent acquisition team to fill key roles.
- Assisted in succession planning and high-potential employee tracking.
- Assisted in distributing appraisal forms and collating evaluation results.
- Maintained performance review calendars and send reminders to supervisors and staff.
- Helped track and record performance improvement plans (PIPs).
- Supported the rollout of annual KPI or goal-setting processes.
- Monitored statutory compliance (e.g., NSITF, NHF, PAYE, Pension).
- Raised awareness among staff about key HR policies and procedures.
- Supported the design and rollout of engagement initiatives and recognition programs.
- Promoted an inclusive, positive, and productive work environment.

TECHNICAL SKILLS

- HRIS: Workpay, Zoho Peoplea
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Recruitment Platforms: LinkedIn Recruiter, Jobberman, Indeed.

EDUCATION

SEPTEMBER 2015 - DECEMBER 2021

University of Ilorin, Ilorin - *Bachelor in Education*

Diploma in Human Resources- Allison

Chartered Institute of Human Resources-In View.