**ADENIJI DANIEL OLUWANIFEMI**

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**PROFILE**

**Motivated and detail-oriented Human Resources professional**, with a passion for fostering people-centered management and promoting ethical workplace standards. Over the past 9 months, I have gained hands-on experience in key HR and administrative functions, developing strong expertise in **HR operations, recruitment, and selection processes**, as well as **data management** and **business development activities**. My proactive approach has enabled me to contribute to improving **employee engagement** and supporting organizational growth.

Eager to leverage my growing HR knowledge and skills, I am committed to **enhancing talent acquisition**, nurturing positive employee relations, and driving **strategic HR initiatives** that align with organizational success. With a clear focus on **career development** within Human Resources, my goal is to continue building a solid foundation in **talent management**, **employee development**, and **HR strategy**.

**PROFESSIONAL EXPERIENCE**

**ARCHWARE TECHNOLOGIES INTERNATIONAL JANUARY 2022 - SEPTEMBER 2023**

Archware Technologies is a start-up Tech Company specializing in delivering innovative and scalable digital solutions across various industries. With an experienced team of software engineers, designers, and product managers, they prioritize the development of efficient, user-friendly, and sustainable world-class software.

**HR/Admin Assistant**

* Ensured accurate aggregation of employee data in the HR system.
* Provided first-line support to staff on daily issues, addressing all organization-related inquiries.
* Actively participated in the hiring and recruitment process by preparing job descriptions, posting advertisements, and coordinating interviews for both local and international applicants.
* Administered time and attendance records.
* Accurately input and managed company expenditures using Microsoft Excel.

**Business Development, Intern MAY - SEPTEMBER 2023**

* Conducted research to identify potential clients.
* Performed market research on new markets and products.
* Met with potential investors to present company offerings and negotiate business deals.
* Followed up with potential clients through telemarketing.
* Explained the company’s products and services to clients in person or over the phone, addressing inquiries and clarifying details.
* Researched and developed new business opportunities.
* Created and maintained a database of potential clients.
* Conducted market analysis and competitor research.
* Assisted in preparing proposals and presentations.
* Generated leads through cold-calling and email outreach.

**DELTAAFRIK ENGINEERING LIMITED JULY - SEPTEMBER 2019**

DeltaAfrik Engineering Limited, formed in 2003 through a joint agreement between DeltaTek Engineering and WorleyParsons Europe, is a leading project delivery services company. Specializing in Engineering, Procurement, and Construction Management (EPCM) and Project Management Consultancy (PMC).

* **HR/Admin, Intern**
* Managed the copying and faxing of essential documents for staff, and systematically organized files in designated areas.
* Supervised intern activities, including coordinating and scoring screening exams, managing onboarding processes, and maintaining their files.
* Provided and managed office inventory and workplace supplies.
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**SOFT SKILLS**

* Problem-solving Skills
* Interpersonal Relationship
* Collaboration / Teamwork
* Adaptability Skills
* Emotional Intelligence

**CORE COMPETENCIES**

* Human Resource Operations
* Administrative Support
* Recruitment and Selection
* Data Management
* Business Development support
* Microsoft Office Suite

**TRAINING, EDUCATION & CREDENTIALS**

* Certified Personnel Manager (CMP) – Chartered Institute of Human Resource Management (CIHRM), August 2023
* Postgraduate Diploma in Human Resource Management (PGD-HRM) – Chartered Institute of Human Resource Management (CIHRM), August 2023
* Associate of the Chartered Institute of Human Resource Management (ACIHRM) – August 2023

**EDUCATION**

**Redeemer’s University, Ede, Osun State September 2018 – October 2022**

Bachelor of Arts (B.A.) in History and International Studies.

**National Youth Service Corps, Maryland, Lagos State January 2022 - September 2023**

**Values Achieved So Far**

* Learned to manage multiple responsibilities and quickly adjust to changing priorities in dynamic work environments.
* Developed strong collaboration skills by working closely with teams to achieve common goals and ensure smooth operations.
* Balancing HR administrative tasks with business development activities required strong organizational skills. I learned to prioritize tasks, meet deadlines, and manage my time efficiently to ensure that all work was completed to a high standard.
* Managing employee records, ensuring data accuracy, and tracking expenses at Archware Technologies reinforced the importance of precision in HR and administrative tasks. Keeping detailed and accurate documentation helped maintain smooth organizational operations.