

ABUBAKAR DANIEL ABDULGANIYU

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CAREER OBJECTIVE

An Accomplished Professional Sociologist, who possesses expertise in Human Resource Management with over 3 years-experience, A self-motivated and result driven personality with a strong drive for Human management and employer satisfaction leveraging problem-solving skills to overhaul improve and refine organizational practices. Strategic thinker that confidently tackles challenges, prioritizing greater organizational efficiency. Highly effective at delivering quality system requirement documentation ahead of tight deadlines and seamless recruitment process. I consider myself an enthusiastic hardworking, reliable and trustworthy person with the versatility to adapt to any working environment. I am equally capable of working both within a team and on my own initiative, taking pride in achieving high standards of work.

EDUCATIONAL BACKGROUNDS AND QUALIFICATION

- **Federal University Wukari, Taraba State** **2022**
(*B.Sc. Sociology*) *Second class upper*
- **Local Government Comprehensive Secondary school korede.** **2015**
Kabba Kogi State (WAEC SSCE)

PROFESSIONAL QUALIFICATION/ TRAINING

- **University of Ibadan Consultancy Service Unit** **2023**
(*Certificate in Human Resource Management*)
- **ARPTechnology Training Institute** **2023**
(*Certificate in Human Resource Management*)

WORK EXPERIENCE WITH DATES AND JOB DESCRIPTION:

- **BEE NICE FURNITURES**
(*Complete installations of Foreign and Local furniture brands service company*)
Address: Emily Akinola, Akoka Lagos State

Position Held: Human Resource officer

Date: 2023 – present

Responsibilities

- Implemented strategies to attract talent, resulting in an increase of qualified applicants
- Conducted performance evaluations and provided actionable feedback to employees, leading to improvement in overall employee performance. Developed and implemented training Programs to enhance employee skills and knowledge, resulting in increase in employee retention
- Managed employee relations issues, resolving conflicts and promoting a positive work environment for all staff Member.

- **NYSC SECRETARIAT OWO (NYSC PPA)**

Address Local Government Secretariat Owo, Ondo State

Position Held: Corp Liaison Officer

Date: September 2022– June 2023

Responsibilities:

- Developed and maintained strategic partnerships with key stakeholders, resulting in increased collaboration and improved communication between departments.
- Implemented and managed comprehensive corporate training programs, ensuring all employees were equipped with necessary skills and knowledge to meet organizational objectives.

Achievements

- ✚ Successfully organized Jamb Computer based training for all secondary student in Owo LGA.

- ✚ Personally organized and renovated the LGI office
- ✚ Receiving Nysc State Recommendation Certificate

➤ **JOB & JOY HOTEL**
(Suite and Resort)

Address: Mushin Lagos State

Position Held: Human Resource Assistant & Customer Support representative (Remote)

Date: March 2020 – January 2022

Responsibilities:

- Demonstrated exceptional proficiency in performing a wide range of general administrative tasks for the Human Resources Manager and department, including budgeting and financial tracking for associate and community events.
- Effective communicator, delivering impactful visual and internal communication materials, including timely alerts on changes and upcoming events for associates, as well as corporate status updates.
- Demonstrated prompt responsiveness to both prospective and established clients, ensuring optimal customer satisfaction. Skillfully resolved a wide range of customer cases, including document recovery, document delivery delays, and other related issues

PERSONAL INFORMATION

- Nationality Nigerian
- Date of Birth 25th March 1998
- Sex Male
- State of Origin Kogi State

SKILLS

- Good listener and able to understand and interpret customer behavior
- Ability to build constructive relationship with colleagues and client
- Ability to work as part of a team or individually with little or no supervision to accomplish a set target
- Team player with persuasive personality that can provide leadership and direction
- Ability to accurately assess and appraise people's skills and capabilities
- Ability to manage and control subordinates in order to achieve cooperation
- Excellent communication and telephone skills
- Excellent customer service skill
- Excellent in the use of Microsoft office suite
- Excellent Human Management and Productivity

Referee: Available on request