**SUMMARY**

An accomplished human resources executive with a track record in overseeing Training/development and payroll management for companies and individuals.

**PROFESSIONAL EXPERIENCE**

**HR GENERALIST**

ABC Group of Companies, Lagos. January 2016 till date

* Implemented effective HR practices, to ensure that policies are in accordance with labour regulations.
* Increased employee retention by 70%, by creating a positive work environment for employees.
* Brought employees compensation programs into full compliance.

**HR ASSISTANT**

First Recruitment Limited. 2010 – 2015

* Support all internal and external HR related inquiries or requests.
* Maintain digital and electronic records of employees.

SEUN OLAWALE

Human Resource Generalist

**@**

0804-7657-432

sample@gmail.com

3, Ike Street, Ikeja

**PROFESSIONAL SKILLS**

Interpersonal Communication****

Conflict Management****

Leadership Skills ****

**EDUCATION**

BSc. HUMAN RESOURCE MANAGEMENT

University of Lagos. 2000 – 2005.

**CERTIFICATION**

Professional in Human Resources

**ASSOCIATION**

Institute of Human Resources Management (Member)