EMMANUEL OLATOLA OLUKOTUN *CHRM | BSC*

Dubai, United Arab Emirates.

+971552160218 | olatolaolukotun@gmail.com | https://www.linkedin.com/in/olukotunemmanuel/

HR GENERALIST | HR ANALYST | ADMINISTRATIVE MANAGER

PROFESSIONAL SUMMARY

Dedicated HR professional and data analyst with over 5 years of experience in driving business improvements through strategic HR management and data-driven insights. Skilled in SQL, Excel, Power BI, Python, and HRIS systems, with a proven track record of enhancing efficiency, improving productivity, and fostering a positive work environment.

CHRM-certified with expertise in recruitment strategies, employee relations, and HR policy compliance.

SKILLS AND COMPETENCIES

Strategic Planning	Time management	Training & Development
Full-cycle Recruitment	Organizational Skills	Stakeholder Communication
Office Management	G-Suite & Excel Proficiency	HRIS Systems Management
Administrative Support	Python & SQL Programming	Conflict Resolution
Critical Thinking	Data Analyzing & Reporting	
Teamwork and Collaboration	Business Intelligence	

WORK EXPERIENCE

HR Generalist | Office Administrator   **Jan 2024 – April 2024**
Wakanda Real Estate

Key Role Responsibilities | Achievement Highlights
✔ Actively closed deals for the organization which increased profitability by 15%.
✔ Recorded a new milestone of signing 3 new clients in the first 2 months of employment.
✔ Successfully managed staff members as the HR which reduced complaints by 15%.
✔ Leveraged on connections and relationships to achieve a 15% recruitment success in the organization.
✔ Proactively managed the full-cycle recruitment process from sourcing to on-boarding reducing cost by 30%.
✔ Responded professionally to all complaints and kept a proper detailed record of the organization's daily activities which increased overall productivity by 20%.

HR Administrator (Hybrid)   **Jul 2022 – June 2023**
Benne Confectionery LLC

Key Role Responsibilities | Achievement Highlights
✔ Collaborated with an outsourcing human resource company to discuss new ways to recruit top talent.
✔ Liaised between multiple business divisions to improve communications, which increased workplace productivity by 60%.
✔ Championed new hire letters, employee contracts and corporate policies resulting in an increase in efficiency by 40%.
✔ Successfully managed benefits enrollment by answering questions and aiding employees with login details, which reduced complaints by 15%.
✔ Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for 15+ new employees.
✔ Carefully and intelligently maintained proper records of expenses and produced a monthly analysis of the business which increased profitability by 15%.

Recruitment Consultant   Oct 2022 – Dec 2022
LoNMG Executive Search and Consulting LLC
Key Role Responsibilities | Achievement Highlights
- ✔ Served as subject-matter expert (SME) on recruiting top talent.
- ✔ Developed and maintained courteous and effective working relationships with team members, which increased work productivity by 5%.
- ✔ Collaborated with team members to achieve and meet target results.
- ✔ Sourced candidates for C-Level positions and other vacancies which increased the dependency and reliability of the company.
- ✔ Contributed to the development, review and maintenance of human resource policies, practices and procedures.

Sales Executive | Data Entry Officer   Apr 2022 – Jun 2022
Ind eSmart International
Key Role Responsibilities | Achievement Highlights
- ✔ Analyzed past sales data and team performance and developed realistic sales goals.
- ✔ Increased revenue by implementing effective sales strategies in the sales cycle process from prospecting leads through close.
- ✔ Maintained detailed records of sales progress, inventories and marketing success to better align goals with company priorities.
- ✔ Added documents to file records and created new records to support filing needs.
- ✔ Corrected data entry errors to prevent duplication or data degradation.
- ✔ Accurately handled data entry of 20+ companies into Microsoft Excel.

Data Entry Clerk | Admin Assistant   Apr 2016 – Apr 2017
Nigerian Air Force Base
Key Role Responsibilities | Achievement Highlights
- ✔ Enhanced the Unit's productivity and efficiency by 30%.
- ✔ Conducted a session where I educated military personnel on the use of DropBox for storing and preserving files.
- ✔ Correspondence Management: provided the Unit with signals and memos.
- ✔ Compiled the Unit's quarterly reports, which increased communication and workplace productivity by 15%.
- ✔ Maintained and updated the Unit's personnel database.

EDUCATION/CERTIFICATIONS

B.Sc. Business Administration and Management | University of Maiduguri, Nigeria   **2015**

TRAINING/CERTIFICATIONS

CHRM **(Edoxi Institute)**	**2024**
Data Analysis **(Edoxi Institute)**	**2024**
Certificate in Human Resources Management **(KHDA Attested)**	**2022**
Certificate in Data Analysis With Microsoft Excel	**2021**

REFERENCE

Available on Request