AKINYEMI TOLULOPE ISRAEL

Ashipa Road, Ipaja Ayobo, Lagos | 08088159587 / 08149763632
akinyemitolulope17@gmail.com | linkedin.com/in/akinyemi-tolulope-28ba09164

PROFESSIONAL PROFILE

HR and administrative support professional with experience in talent acquisition, recruitment coordination, customer service, loan recovery, and office operations. Skilled in candidate sourcing and screening, interview coordination, stakeholder communication, documentation, and resolving customer concerns. Holds a B.A. (Hons.) in History and International Studies (Second Class Upper) and brings strong written and verbal communication, organization, problem-solving, and interpersonal skills.

PROFESSIONAL EXPERIENCE

Adbond Harvest and Homes, Lagos | June 2026 – Present

HR Assistant | Virtual Recruiter & Talent Acquisition Executive

- Support recruitment activities for virtual and on-site roles, including candidate sourcing, application review, and initial screening.
- Coordinate virtual and physical interviews by communicating with candidates, confirming schedules, sharing interview details, and managing changes.
- Support recruitment processes for sales, hospitality, and other business functions, helping maintain clear communication between candidates and hiring stakeholders.
- Assist with onboarding and HR administration, including documentation, follow-ups, and coordination with internal teams.
- Research HR tools and systems to support more efficient recruitment, employee administration, attendance, leave, and performance processes.
- Provide administrative support for employee and fellow coordination, including follow-up on assigned tasks and performance-related information.

Midstream Global Ltd. | November 2024 – 2026

Loan Collection Customer Service Officer

- Contacted customers with overdue loan accounts to explain outstanding balances, agree on repayment plans, and encourage timely settlement.
- Managed customer inquiries and account-related concerns while maintaining professionalism, empathy, and clear communication.
- Used negotiation and relationship-building skills to support loan recovery while preserving positive customer relationships.
- Worked toward daily and monthly recovery targets and monitored follow-ups on assigned accounts.

Assemblies of God Comprehensive College, Makurdi | November 2023 – October 2024

History Teacher (NYSC)

- Delivered History lessons and supported students' academic development through structured teaching and mentoring.
- Designed lesson plans and learning activities to improve student engagement and understanding.
- Provided guidance and encouragement to students, supporting both academic achievement and personal development.

Olafunbod Enterprises | 2020 – 2022

Sales Representative

- Engaged prospective and existing customers to explain products, respond to inquiries, and support sales conversion.
- Built and maintained customer relationships through consistent follow-up and responsive service.
- Contributed to customer acquisition and the growth of the business's client base.

Timbol TV, Lagos | September 2015 – June 2017

Administrative Assistant

- Supported daily studio operations and helped ensure smooth and timely broadcast activities.
- Responded to audience inquiries and assisted with resolving operational and technical concerns.
- Coordinated with team members across functions to support service quality and program delivery.

EDUCATION

Ekiti State University, Ekiti State, Nigeria | 2018 – 2023

B.A. (Hons.) History and International Studies | Second Class Upper (2:1)

Laolu Comprehensive College, Lagos | 2012 – 2015

West African Senior School Certificate

SKILLS

Recruitment & Talent Acquisition • Candidate Sourcing & Screening • Interview Scheduling & Coordination • Onboarding & HR Administration • Customer Service & Complaint Resolution • Stakeholder Communication • Loan Recovery & Negotiation • Relationship Management • Microsoft Word, Excel & PowerPoint • Google Workspace • Time Management & Organization • Teamwork & Problem-Solving

Additional: NYSC Discharge Certificate | Referees available upon request.