HALEEMAT ADETONA

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Location: Lagos, Nigeria

PROFESSIONAL SUMMARY

Dedicated Human Resource Management 400-Level student at Lagos State University with hands-on experience supporting recruitment processes in a remote environment.

Skilled in candidate sourcing, interview coordination, recruitment reporting, administrative support, customer relationship management and sales closing.

Proficient in Google Workspace and experienced in working independently while maintaining accuracy, organization and professionalism.

Passionate about building a career in Human Resources with a particular interest in recruitment and talent acquisition.

EDUCATION

Bachelor of Science (B.Sc.) in **Industrial Relations and Human Resource Management (in view)**
Lagos State University (LASU)

Expected Graduation: 2027

Relevant Coursework:

- Human Resource Planning
- Human Resource Information Systems (HRIS)
- Organisational Change Development and Leadership
- Recruitment and Selection
- Employee Relations
- Training and Development

PROFESSIONAL EXPERIENCE

Secretary/Administrative Assistant (Onsite)
Verovic Productions (2021—2026)

- Provided day-to-day secretarial and administrative support to ensure smooth office operations.

- Assisted with document preparation, filing and record management.
- Handled official correspondence, telephone calls and general inquiries professionally.
- Coordinated administrative activities and supported effective communication within the organization.
- Maintained organized records and handled sensitive workplace information with discretion.

Recruitment Volunteer (Remote)
LASID Hub
2025—2026 (freelance)

- Assisted in advertising and posting job vacancies across recruitment channels.
- Sourced and engaged potential candidates for open positions.
- Participated in candidate interviews and recruitment discussions.
- Prepared interview reports and candidate assessment summaries.
- Assisted the recruitment team in evaluating applicants and making hiring recommendations.
- Maintained organized recruitment records and candidate information.
- Collaborated remotely with team members to support recruitment objectives.

SALES & CUSTOMER RELATIONS REPRESENTATIVE (Remote)
E–clax Global
2025—present

- Engage prospective customers and present suitable solutions based on their needs.
- Follow up on leads and inquiries to improve conversion rates.
- Build and maintain positive customer relationships.
- Address customer concerns and objections professionally.
- Contribute to sales growth through effective communication and persuasion.

Sales Closer | Altior Essentials (Remote)
July 2026 – September 2026

- Made outbound calls to prospective customers to promote products and drive sales.
- Followed up with interested leads to nurture prospects and convert them into paying customers.
- Addressed customer objections, answered product-related questions, and communicated product benefits persuasively.
- Worked toward sales targets in a performance-driven environment.
- Maintained consistent customer communication throughout the sales process to support conversions.

SKILLS:

• Recruitment Support
• Talent Sourcing
• Interview Coordination
• Candidate Communication
• Recruitment Reporting
• Administrative Support
• Record Management
• Google Workspace (Docs, Sheets, Forms, Drive, Gmail)
• Data Entry
• Customer Relationship Management
• Sales Closing
• Communication Skills
• Time Management
• Attention to Detail
• Team Collaboration
• Microsoft Word, Excel and PowerPoint (Basic Working Knowledge)

PROJECTS

Human Resource Management Academic Projects:

- Participated in HR-related academic projects involving workforce planning, organizational development, employee management and HR information systems.

- Conducted research and analysis on contemporary human resource practices and organizational effectiveness.

REFERENCES

Available upon request.