OLATOKUNBO DEMOLA SALAMI

HR MANAGER | HR BUSINESS PARTNER | PEOPLE & TALENT MANAGER

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PROFESSIONAL PROFILE

HR and administration professional with progressive experience across HR leadership, talent acquisition, onboarding, learning and development, performance management, employee support, HR reporting, third-party management and HR projects. Currently serving as Head, Human Resources & Admin Manager at FEMAB Properties Limited and HR & Admin Manager at African Hydro Agric Chemical Limited. Demonstrated career progression from HR Clerk and HR Supervisor through HR Assistant, HR Officer and Assistant HR Manager into management-level HR responsibilities. Holds an MSc in Economics, BSc in Accountancy, and professional HR qualifications including ACIPM, PDHR, CHRG and CHRP. Seeking an opportunity in HR Manager, HR Business Partner, People Operations and related leadership opportunities with employers and open to talent and, where applicable, better work opportunities.

CORE HR & LEADERSHIP COMPETENCIES

- HR Business Partnering & People Advisory
- Onboarding & Employee Lifecycle
- Learning & Development
- Employee Relations & Disciplinary Administration
- HR Reporting & Analysis
- HR Administration & Records Management
- Stakeholder & Cross-Functional Collaboration
- Confidential Information Handling
- Talent Acquisition & Recruitment
- Performance Management & Appraisals
- Leadership Coaching & Mentoring
- HR Projects & Change Support
- Third-Party / Outsourced Workforce Management
- Policy & Process Support
- Training Coordination
- Communication, Facilitation & Meeting Management

PROFESSIONAL EXPERIENCE

Head, Human Resources & Admin Manager / *08*/2025 – Present
FEMAB Properties Limited (FEMAB Group) — Lekki Phase 1, Lagos, Nigeria

- Lead talent management, recruitment and onboarding activities for the group.
- Lead learning and development initiatives that support employee capability building and professional development.
- Manage performance management and appraisal processes and systems across the group.
- Lead HR and administrative projects and coordinate implementation with relevant stakeholders.
- Prepare HR reports, analysis and recommendations for management decision-making.
- Manage outsourced vendors and third-party service providers supporting the group.
- Provide leadership coaching and mentoring to employees and facilitate knowledge-sharing sessions.

Human Resources & Admin Manager / *07*/2024 – 6/2025
African Hydro Agric Chemical Limited (African Industries Group) — Agbara, Ogun State, Nigeria

- Manage talent acquisition, recruitment and onboarding activities across the organization.
- Coordinate training and development programmes supporting employee capability and professional growth.
- Manage performance management, appraisal processes and related HR systems.
- Lead HR and administrative projects and provide operational support to management.

- Produce HR reports with recommendations and results to support organizational decision-making.
- Coordinate and manage third-party service providers.
- Provide leadership coaching and mentoring to employees.

Assistant Human Resources Manager / 01/2024 – 06/2024
Artabat Nigeria Limited — Lekki, Lagos, Nigeria

- Managed recruitment and onboarding activities across the organization.
- Coordinated training and development initiatives to strengthen employee skills and professional development.
- Facilitated performance management and appraisal processes.
- Managed HR projects and produced reports with recommendations and results.

HR Officer / *03*/2023 – 12/2023
Indeedwiskidlink Multisolutions Limited — Ifako-Ijaiye, Lagos, Nigeria

- Supported employee development through mentoring, learning and development and training programmes.
- Managed disciplinary administration and third-party HR administration.
- Supported organizational employee health administration.
- Produced HR reports with recommendations and results.

HR Assistant / *03*/2014 – 02/2023
Golden Sugar Company Limited (Flour Mills of Nigeria) — Apapa, Lagos, Nigeria

- Supported onboarding, training and performance review activities to improve employee performance.
- Conducted research and analyzed available data to support management decision-making.
- Coordinated letters, meetings and scheduling to improve team communication and administrative efficiency.
- Supported financial record accuracy through budgeting, invoice processing and expenditure monitoring.
- Handled client enquiries and issues in a timely manner, supporting service quality and stakeholder satisfaction.

HR Supervisor / *06*/2012 – 03/2014
Golden Sugar Company Limited (Flour Mills of Nigeria) — Apapa, Lagos, Nigeria

- Processed casual and outsourced employees' invoices for payment.
- Conducted research and analyzed information to support management decisions.
- Supported onboarding, training and performance review activities.

HR Clerk / *01*/2010 – 06/2012
Elsaakis Investment Company Limited — Ikeja, Lagos, Nigeria

- Maintained employee records, attendance information and personnel archives.
- Processed attendance records for payment and supported HR administrative activities.
- Managed out-of-office administrative activities and related documentation.

EDUCATION

Master of Science (MSc), Economics — Lagos State University, Ojo, Lagos, Nigeria (2021)
Bachelor of Science (BSc), Accountancy — Ambrose Alli University, Edo State, Nigeria (2005)
Ordinary National Diploma (OND), Banking & Finance — Kwara State Polytechnic, Ilorin, Nigeria (1999)

PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS

- Associate, Chartered Institute of Personnel Management of Nigeria (CIPM)
- Professional Diploma in Human Resources Management, (CIPM), Nigeria
- Professional Certificate in Human Resources Management (CHRP), Canada
- Human Resources Professional Licence (HRPL)
- Certificate, Fundamentals of Human Resources – Revised (Alison)
- Diploma, Human Resources – Revised (Alison)
- Certificate of Completion, People Management (Great Learning)
- Certificate of Completion, Human Resources Management (Great Learning)
- Certificate of Completion, Human Resources Management (HRCI)
- Associate, Chartered Institute of Bankers of Nigeria (CIBN)
- Associate, National Institute of Marketing of Nigeria (NIMN)
- Associate, Nigeria Economic Society (NES)

ADDITIONAL STRENGTHS

HR reporting and documentation • Records management • Coaching and mentoring • Business and financial acumen • Communication • Time management • Team collaboration • Research and analytical support • Stakeholder coordination • Conflict resolution • Employee relations.

REFERENCES

Professional references available upon request.