

# Aderemi, Mohammad (MMP, B.Sc, HND, ACIPM, MITD)

Osogbo, Osun State, Nigeria, Nigeria

◆ +234 803 477 5035

◆ [mohammad.couzim@yahoo.co.uk](mailto:mohammad.couzim@yahoo.co.uk)

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## PROFILE

- ◆ **Human Resource Professional** with extensive background in HR generalist affairs covering strategic, operational, and administrative human resource management functions.
- ◆ **Demonstrated success in creating new HR unit in a start-up business and nurturing functional HR units** in domestic and multi-cultural business operations environment; managing stakeholders in multiple locations on various strategic human resource projects.
- ◆ **Proven success in negotiating win-win compromise**, fostering seamless operational efficiency, dispute resolution through alternative means, mediation and conciliation practice that protects the interest of all parties.
- ◆ **Training Expert**, who has written and facilitated many employee development programs in leadership, team management, emotional intelligence, life account balance, corporate ownership, change management, performance management, diversity and inclusion, etc.

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## HR SKILLS

- |                                    |                              |                                 |
|------------------------------------|------------------------------|---------------------------------|
| ◆ Staff recruitment & retention    | ◆ HR analytics and reporting | ◆ Manpower planning & budgeting |
| ◆ Labour law expert                | ◆ Employee relations         | ◆ HRIS technologies             |
| ◆ HR policies & procedures         | ◆ Benefits administration    | ◆ Training & development        |
| ◆ Strategy development & execution | ◆ HR program management      | ◆ Performance management        |

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## PROFESSIONAL EXPERIENCE

**EUNISELL LIMITED.** — Victoria Island, Lagos State, Nigeria.

*Supply of Specialty Chemicals & Engineering Solutions to the Nigeria's Oil & Gas and Manufacturing sectors.*

**Manager, Human Resources and Administration** – February 2019 to Present

### **Key Results:**

- ◆ Created standard operating procedures for all major functions within the company.
- ◆ Conducted staff and job audit which ensured that the company gets value for all staff services.
- ◆ Initiated mechanism to drive compliance with processes and procedures across the company.
- ◆ Instituted a performance management system to properly assess and reward performance in the company.
- ◆ Revised the payroll system to align with the industry best practice.
- ◆ Revised the company's HR and Admin. Policy as well as Staff Handbook in line with global best practice.
- ◆ Created a talent pool of high potential candidates for all roles within the company and its subsidiaries.

### **Key Responsibilities:**

- Human Resource Planning and Budgeting.
- Business Process Development and Optimization.
- Talent Acquisition, Development and Management.
- Management of Learning and Development.
- Performance Management.
- Inter-company HR Operations
- Development of HR Policies and Organizational Procedures.
- Asset Procurement and Management.
- Fleet Management.

**REMBRANDT GLOBAL SOLUTIONS LTD.** — Lekki, Lagos State, Nigeria.

*Telecoms VAS & Integrated Communications Services Provider with operations in London, Israel and India*

**Head, Human Resources and Admin.** – November 2014 to January 2019

Employed to provide solution to the Company's human resource challenges in other to meet immediate and long-term growth plans. Also, to help review and standardize the human resource processes, policies and procedures in line with the company's growth strategies.

**Key Results:**

- ◆ Developed job descriptions for all roles within the company and its subsidiary.
- ◆ Wrote the company's HR and Administration Manual.
- ◆ Designed a standard human resource plan to meet the company's immediate and future needs.
- ◆ Developed the company's staff grading and compensation structure.
- ◆ Designed the company's annual employees' development plan.
- ◆ Created a talent pool of five high potential candidates for each role within the company and its subsidiary.
- ◆ Created the Company's HRIS that will enable seamless and auto-run of most human resources activities.
- ◆ Deployed HRIS that helps to automate some human resource functions.

**Key Responsibilities:**

- Human Resource Planning and Budgeting.
- Business Process Development and Optimization.
- Talent Acquisition, Development and Management.
- Management of Learning and Development.
- Performance Management.
- Change Management.
- Development of HR Policies and Organizational Procedures.
- Budget & Cost Development and Management.
- Staff Welfare Administration.
- Asset Procurement and Management.
- Logistics and Fleet Management.
- Corporate Services and General Administration.
- Training content development and delivery for identified skill gaps among employee at all levels.

**OPTIMA MEDIA GROUP [OMG]** — (Lagos, London, Johannesburg & Nairobi)

*Broadcast Services, FIFA Agent, Sports Lawyers, Consultants and Sports Marketers.*

Africa Regional Office, Ikeja, Lagos, Nigeria.

**Group Human Resources & Admin. Manager** – May 2013 to November 2014

Recruited to restructure and overhaul the human resources department, policies and processes that is in line with global best practices and organization's need, while developing an engaged workforce that will speed attainment of the organization's strategic goals and objectives.

**Key Results:**

- ◆ Conducted a human resource audit for all units and companies within the OMG Group and harnessed the talents with the strategic objectives of each subsidiary company.
- ◆ Designed standard operating procedures (SOP) for all major functions within the company.
- ◆ Conducted a holistic review of existing policies and aligned them with the company's strategic needs and other codes of good practice.
- ◆ Designed a standard employee development plan that foster on skill development through Competency Need Analysis (CNA).
- ◆ Sourced over 150 high potential candidates to revamp company's talent pool.
- ◆ Updated the staff database that ensure all staff details are current and correct.
- ◆ Deployed HRIS that helped to automate some HR functions.

**Key Responsibilities:**

- Reviewed and ensure implementation of HR Policies and procedures.
- General and strategic staff recruitment.
- Managed employee performance and activities across functional units.
- Provided continuous support and guidance to functional managers on HR related issues.
- Facilitated training programs that filled noted skill gaps among employee across all levels.
- Redesigned and communicated organizational structure that foster on achieving strategic objectives.
- Budget planning, implementation and control.
- Liaised with regulatory authorities on employee related issues and statutory remittances.
- Liaised with clients, suppliers, contractors and government agencies.
- Handled computation and remittance of employee pension and taxes.
- Organized periodic training/seminar and periodic review of staff performances.
- Developed and implemented annual Employee Development Programs.

**TAC CONSULT** — Ilupeju, Lagos State, Nigeria.

*Civil Engineering, Estate Surveyors, Valuers, Facility and Project Managers.*

**Group HR & Admin Manager**, April 2010 to May 2013

Recruited to establish a Human Resources Department and institute organization structure that ensure a seamless achievement of the company's growth and expansion plans.

**Key Results:**

- ◆ Structured and implemented programs and policies in the areas of organization restructuring, manpower planning, recruitment and selection, training, compensation and benefit structure, on-boarding program and succession planning.
- ◆ Instituted a talent pool management system that ensure two deployable personnel for each job position within the company.
- ◆ Devised creative and cost-effective incentive and morale-boosting programs (including special events and an award structure) that increased employee satisfaction and productivity.
- ◆ Sourced over 90 high potential candidates to revamp company talent pool.
- ◆ Wrote employee manual that covers all areas of human resources and administration as well as other corporate issues within the company.

**Key Responsibilities:**

- Formulation and ensure implementation of HR Policy.
- HR Planning and budgeting.
- Talent recruitment and management.
- Periodic employee performance review.
- Worked with unit heads to identify staff training needs and execute training to fill the skill gap.
- Payroll administration.
- Handled relationship with regulatory authorities on employee related issues, and remittances.
- Handled relationship with clients, suppliers, contractors and government agencies.
- Employee records management.
- Developed and facilitated various training programs.

**INTERCONTINENTAL BANK PLC** — Victoria Island, Lagos, Nigeria.

*Banking and other Financial Services Providers in Nigeria and across Africa*

**Regional Human Resources Executive**, July 2007 to December 2009

**Key Responsibilities:**

- Handled HR operational, transactional and administrative functions for all twenty-six branches of the bank in the region.
- Managed all issues relating to staff performance, employment confirmation, promotion and separation.

- Responsible for periodic staff audit and business optimization.
- Worked with branch managers, unit and regional heads to identify staff training needs and execute training to fill noted skill gaps.
- Handled regional staff payroll.
- Managed relationship with regulatory authorities on employee related issues, and remittances.
- Leave administration and remittance of deducted tax.
- Undertook all other HR functions as may be assigned by the Regional HRM.

**XL MANAGEMENT SERVICES (UNITED BANK FOR AFRICA PLC)** — UBA House, Marina Lagos, Nigeria.  
*Banking and other Financial Services Providers in Nigeria and across Africa.*

**Business Office Administrator**, 2004 to 2007

**Key Responsibilities:**

- HR outsourcing services in line with established SLA
- Business development and clients service
- Developing, reviewing and executing SLAs in line with agreed consultancy scope.
- Organizational design and restructuring.
- Manpower planning and development.
- Human resource administrations.
- Human resource and business process optimization.
- Periodic manpower audit.
- Periodic job design and job audit.
- Strategic and general recruitment.
- Payroll administration.
- Performance management and evaluation.
- Skill gap analysis, training content development and delivery.

**EDUCATION & CERTIFICATIONS**

CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT (CIPM) — Nigeria

**Professional Diploma in Human Resource Management, 2013**

UNIVERSITY OF IBADAN — Nigeria

**Master of Managerial Psychology (MMP), 2011**

IMO STATE UNIVERSITY — Owerri, Imo State, Nigeria

**B.Sc. Management (2nd Class Upper), 2010**

OSUN STATE POLYTECHNIC — Iree, Osun State, Nigeria

**Higher National Diploma (HND) in Secretarial Administration (Upper Credit), 2002**

**OF NOTE**

**Training Attended:**

◆ Service Magic – Secrets of Excellent Customer Services	-	TVQ Consulting	-	Dec. 2004
◆ Goal Setting and Personal Effectiveness	-	(IBPLC L & D Centre	-	March 2009
◆ Advanced Human Resource Management Essentials	-	Certification Edge	-	July 2016
◆ Advanced Human Resource Management	-	Tom Associates	-	Aug. 2016
◆ Human Resources Boot Camp	-	Kendor Consulting	-	Dec. 2016
◆ Managerial Assessment of Proficiency	-	Philips Consulting	-	Feb. 2017
◆ Business Strategy for Growth and Profitability	-	CPP Ltd.	-	April 2017
◆ Strategic Thinking and Decision Making	-	Philips Consulting	-	July 2017
◆ Train-The-Trainers	-	Nig. Inst. of Trng & Dev.-	-	Sept. 2018

**Professional Affiliations:**

- ◆ Associate, Chartered Institute of Personnel Management [ACIPM]
- ◆ Member, Nigerian Institute of Management [MNIM]
- ◆ Member, Nigerian Institute of Training & Development [MITD] apt

**Computer Skills:**

- ◆ HRIS applications (Human Manager, Mployee & TalentBase)
- ◆ MS Office (Word, Excel, PowerPoint, Access, Outlook)

**Personal Skills:**

- ◆ Resources management skill
- ◆ Administrative and managerial competence
- ◆ Good knowledge of key labour legislations
- ◆ Innovative and creative ability
- ◆ Relationship management
- ◆ Cost optimization and negotiation skill
- ◆ Diversities management skill
- ◆ Team player

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**INTERESTS**

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Coaching, writing and reading.