AMINAT A. ABDULLAHI **MBA, CIPD**

**Human Resources Specialist**

[LinkedIn](http://www.linkedin.com/in/aminatabdullahi) | amyabdullahi0@gmail.com   |   343-3334498|

**SUMMARY**

Dedicated Human Resources professional with an MBA and CIPD certification, bringing over three years of experience in Human Resources, project coordination and management. Proven expertise in HR, financial reporting, quality control, and real estate. Skilled in recruitment, risk management, and fostering community growth. Proficient in utilizing HR software such as BambooHR. Highly effective in communication, interpersonal relations, and project management.

**SKILLS**

|  |  |
| --- | --- |
| * **Human Resources:** Policy Development, Talent Management, Recruitment Strategies, Employee Relations, process optimization and Diversity and Inclusion * **HR Software:** ADP Workforce Now, Data Integrity, Payroll Processing, BambooHR, PeopleSoft, Workday. * **Employee Engagement:** Wellness Programs, Health & Safety Initiatives * **Project Management:** Agile and Scrum, Financial Reporting, Risk and Issue Management. | * **Communication**: Strong written and Verbal communication skills, Stakeholder Relationship Management, Interpersonal Skills and Conflict Resolution * **Software**: JIRA, Confluence, Clarity, SharePoint, MS Office (Advanced Excel, Word, Excel, PowerPoint, Outlook, and Microsoft Teams), MS Project, Power BI Reporting, MySQL, Salesforce. * Problem-Solving Skills, Multitasking, Conflict resolution and Task Prioritization skills. |

**EXPERIENCE**

Inbound/Outbound Representative | MSI Corp | Ottawa, Ontario 09/2023 - Present

* Proactively monitored and optimized application performance, achieving a remarkable 20% increase in responsiveness implementing strategic enhancements to ensure peak application efficiency.
* Reduced incident resolution time by 30% through expert troubleshooting and root cause analysis, streamlining incident management processes, ensuring swift issue resolution and minimal downtime.
* Developed and maintained comprehensive support documentation, contributing to a 20% reduction in onboarding time for new team members and enhancing overall team efficiency and knowledge transfer.

Project Coordinator - Capstone Project | St. Lawrence College (ProjBook) | Kingston. On  **05/2022 - 09/2022**

Led ProjBook project, managing tasks, finances, documentation, IT assets, ensuring transparency, and fostering a community for St. Lawrence PM students.

* Proficiently utilized MS Project and JIRA for comprehensive project scheduling, reporting, and financial analysis, resulting in a 15% improvement in project efficiency through streamlined workflows and enhanced data visibility.
* Conducted regular financial status meetings, thoroughly reviewed project budgets, and produced detailed project financial status reports, contributing to a 10% reduction in budget deviations and enhanced financial accountability.
* Developed strong customer relationships and excelled in administrative and computer skills while contributing to process improvement, team collaboration, monitoring projects and change management.
* Documented, archived, and meticulously controlled permissions for project-related documents on SharePoint, achieving a 20% improvement in document retrieval efficiency and a 30% reduction in unauthorized access instances, ensuring data integrity and compliance.
* Contributing as the HR subject matter expert in diverse cross-functional projects and teams

Human Resources Coordinator | Exclusive Oil and Gas  **02/2021 – 05/2022**

Coordinated diverse finance, risk assessment, and communication projects, ensuring their successful completion, highlighting the ability to oversee multifaceted projects, and achieving a 95% on-time delivery of project milestones while working in a fast-paced HR department.

* Organized impactful workshops focused on talent strategies, which led to an impressive 60% increase in employee engagement and facilitated a more dynamic and engaged workforce.
* Provided strategic advice on diverse HR topics, such as performance management, workforce planning, and diversity and inclusion, contributing to optimizing HR processes and a more inclusive workplace culture.
* Developed innovative recruitment strategies that resulted in a remarkable 100% fulfilment of vacancies and tailored assignments, significantly improving the hiring process and ensuring the right fit for each role.
* Responsible for accurately inputting payroll transactions into the HRIS (ADP Workforce Now) and collaborating closely with the Payroll Manager to ensure precise and error-free payroll processing.
* Monitored payroll cycles meticulously, ensuring timely and accurate processing that consistently met monthly deadlines and maintained financial accuracy and employee satisfaction.
* Documented HR-related files while ensuring data integrity and compliance, underscoring a detail-oriented approach essential for maintaining accurate records while adhering to regulatory standards.

Human Resources Coordinator - Processing and Record | Dangote Industries Limited **05/2019 - 04/2020**

Played a pivotal role in supporting the Dangote Fertiliser Plant project, significantly reducing data migration risks and effectively managing contracts. Achieved a 20% reduction in potential data-related issues and ensured 95% compliance in contract management.

**Key Achievements:**

* Implemented highly effective talent acquisition strategies, successfully meeting staffing needs within an impressive six-month timeframe, ensuring the organization had the right talent to support its objectives efficiently.
* Provided invaluable coaching to leaders on various employee relations issues, policy interpretation, and organizational design, enhancing their strategic decision-making abilities and leading to a 15% improvement in leadership competency and efficiency.
* Staying updated on HR best practices and legislative requirements, providing informed advice and guidance to employees and management on areas such as the Employee Handbook, organizational policies, benefit programs, regulations, and matters related to employee relations.
* Conducted thorough research and authored reports on security and public policy matters, highlighting proficiency in researching complex topics and articulating findings effectively.
* Bridged communication gaps by translating complex HR policies into accessible and understandable language, fostering clarity and alignment across the organization.
* Facilitated a substantial 50% increase in employee engagement by enhancing organizational systems, demonstrating the ability to positively impact workplace culture and employee satisfaction through structural improvements.
* Managed employee records meticulously, confirming strict compliance with internal and regulatory standards, ensuring the organization met all compliance requirements, and maintaining data accuracy and confidentiality.

Key Holder (Full-time) | **Hennes & Mauritz | Ottawa, Ontario 11/2022 - 09/2023**

* Enhanced training effectiveness and program comprehension through tailored training programs, resulting in a 15% increase.
* Demonstrated excellent communication skills and problem-solving abilities during training sessions.

**EDUCATION AND TRAINING**

* **Project Management - Graduate Certificate** │ St. Lawrence College │Kingston, On

August 2022

* **Master of Business Administration in International Human Resource Management|** Coventry University │London, United Kingdom

July 2021

* **B.Sc. in Mass Communication** | Babcock University │Nigeria

August 2016

**CERTIFICATIONS**

Project Management Professional August 2022

CIPD Certification (Chartered Institute of Personnel and Development), Professional Body for Human Resources and People Development UK Level 7: Advanced Qualification July 2021

Project Management Professional (PMP) | Project Management Institute