**SUMMARY**

I am a human resource enthusiast with 1-year experience in human resource practices. I am passionate about human resources practices, and I have always loved to broaden my horizons in human resources.

**PROFESSIONAL EXPERIENCE**

**HR RESOURCES INTREN**

ABC Group of Companies, Lagos. **2018 till date**

* Gather payroll data like; leaves, working hours etc.
* Screen resumes and application forms.
* Schedule and confirm interview dates.
* Post and remove job ads on online job platforms.
* Participate in organizing company event.

**VOLUNTEER**

First Recruitment Limited. **2015 – 2016**

* Support all internal and external HR related inquiries or requests.
* Maintain digital and electronic records of employees.

SEUN OLAWALE

Human Resource Enthusiast

**@**

0804-7657-432

sample@gmail.com

3, Ike Street, Ikeja

**PROFESSIONAL SKILLS**

Interpersonal Communication****

Conflict Management****

Leadership Skills ****

**EDUCATION**

BSc. HUMAN RESOURCE MANAGEMENT

University of Lagos. 2000 – 2005.

**ASSOCIATION**

Institute of Human Resources Management (On-going)