

Onuselogu Oge. M

Lagos, Nigeria.

Email: oge.onuselogu@gmail.com || Phone: +234 806 422 6735

Professional Summary

Experienced and dedicated recruitment specialist, with excellent sourcing, inbound and outbound, interview skills, talents acquisition and development, and career coaching skills

Summary of skills

- **Business Process Outsourcing (BPO):** Experience in outsourcing non-core business functions to third-party providers for efficiency and cost-effectiveness.
- **Executive Search:** Expertise in identifying, attracting, and recruiting top-level executives for key positions within organizations.
- **Talent Acquisition/Onboarding:** Experience in sourcing, assessing, and integrating new employees into an organization to ensure a smooth transition and optimal performance.
- **Talent Management:** Ability to attract, develop, and retain talented individuals within an organization to meet current and future business needs.
- **Negotiation:** Proficiency in reaching mutually beneficial agreements through effective communication and strategic bargaining.
- **Business Development:** Skills in identifying opportunities, building relationships, and expanding the client base to drive revenue growth.
- **Strategic Thinking:** Capacity to analyze situations, anticipate future trends, and develop long-term plans to achieve organizational objectives.
- **Sales Force:** Understanding of sales processes and strategies for driving revenue through effective management and motivation of sales teams.
- **Effective Communication:** Ability to convey information clearly and persuasively to various stakeholders, both orally and in writing.
- **Business Process Management Skills:** Competence in designing, implementing, and optimizing business processes to improve efficiency and effectiveness.
- **Conflict Resolution:** Capability to address and resolve conflicts or disputes within teams or between individuals in a constructive manner.
- **Proficiency in Microsoft Office Packages:** Familiarity and proficiency in using Microsoft Office software such as Word, Excel, and PowerPoint for various business tasks.
- **Employee Relations:** Ability to foster positive relationships between employees and management, address employee concerns, and promote a supportive work environment.

Professional Experience

Headhunter/Talent Acquisition Specialist

March 2023-present

Alpha Talents | Lagos | Nigeria: Outsourcing Firm

- Developing and executing the company's long-term strategy by working with the Annual revenue growth rate to achieve a 15% growth percentage increase compared to the previous year
- Leading the recruitment efforts by maintaining an average time-to-fill for internal and client positions within 30 days (average number of days from posting a job to hiring a candidate)
- Identifying potential clients and securing contacts by targeting Client acquisition rate to acquire 5-10 new clients per quarter
- Providing strong leadership by achieving a minimum of 85% employee satisfaction rate and reducing turnover rate by 10% compared to previous year.

Talent Manager

Aug 2023-Feb 2024

Affilbase | Lagos | Nigeria: Sales and affiliate marketing platform

- Collaborated with hiring managers to identify staffing needs
- Developed job descriptions, facilitate recruitment processes, and oversee onboarding
- Acted as a point of contact for employee concerns, promote positive workplace culture
- Implemented performance management processes, assists in identifying training and development plans
- Collaborated with department heads to identify training opportunities and learning initiatives to team members
- Maintained accurate HR records, including employee data, attendance, and leave management
- Generated reports and metrics to analyze HR-related trends and provide insights for decision making

Sales Recruiter

March 2023-promoted

- Evaluating company products and services for creating accurate salesperson profiles by building salesperson profiles accurately to reflect company products and services and maintaining a profile accuracy rate of 80% or higher
- Determining the audience, method, and reach of the hiring process by reducing time-to-hire by 20% and decreasing cost-per-hire by 15%
- Advertising positions, screening candidates, and scheduling and preparing for interviews by drafting candidate quality and interview-to-hire ration. With this metric, I achieve interview-to-hire ratio of 1:3 or better
- Maintaining employee databases and assisting management in making hiring decisions by targeting a 90% or higher employee retention rate
- Following up on noteworthy informal and networking referrals. This is measured by converting at least 30% of referrals into successful hires

Technical Recruiter | Freelance

March-May 2023

Estar Consulting | Ontario | Canada: Tech Sales Company

- Formulated recruitment strategies to outsource talents for Enterprise Sales Development Representative (SDR) experienced in marketing SaaS products in automobile industry
- Identified opportunities to source out quality talents
- Sourced potential candidates through online channels (e.g Social platforms, professional networks, remote job websites)
- Made proper use Job aggregator tools like LinkedIn, Indeed, SmartRecruiters, ZipRecruiter etc., to tap untapped Talents
- Managed interview schedules and make first contact with screened and selected candidates
- Ensured applicants fit the job qualifications and company culture
- Shortlisted candidates qualified for the role
- Followed-up with candidates on their statuses and onboarding

Sales Agent Recruiter

Sept-Dec 2022

The Activators | Lagos | Nigeria: Digital Marketing Agency

- Managed full-cycle recruitment for multiple searches to bring the best talent
- Posted job ads on professional sites, job sites and social media
- Screened resumes, schedule calls and interviews for qualified candidates
- Communicated with candidates promptly and assist them to complete recruitment
- Participated in recruitment pipeline management and candidate sourcing efforts

HR/Admin Assistant

Feb-Aug 2022

Jidex Graphics | Lagos | Nigeria: Distributor of Printing materials

- Provided administrative support to all staff and implemented best practices.
- Built and maintained key customer relationships.
- Identified opportunities to source new and diverse talents
- Followed up with the candidates and made sure they understood the job required of them
- Managed customers' enquiries, suggestions and complaints and provided solutions.
- Supported the payroll and record-keeping processes.

Education & Certifications

- **BSc Health Education**, Enugu State University of Science and Technology 2019
- **Nigeria Certificate in Education**, Institute of Ecumenical Education, Enugu 2016
- **Teachers Registration Council of Nigeria**, 2016
- **Agile & Scrum Masterclass**, Certification Edge 2024
- **Agile HR Mentorship Program**, Careerswithkemi 2023
- **Diploma in Human Resources**, Alison 2022
- **Recruitment Skills**, Oxford Home Study Centre 2022
- **Recruitment and Selection**, The Open University 2022
- **Conflict Resolution in the workplace**, Alison 2022