



Fatima Adeyemi

HR Generalist

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Toronto, Canada

Profile

Experienced and proactive HR Generalist with over two years of professional experience in talent acquisition, employee relations, performance evaluation, and HR policy development. Strong communicator focused on fostering positive workplace culture, employee engagement, and teamwork. Dedicated to supporting organizational goals through strategic HR initiatives, efficient problem-solving, and continuous improvement.

Employment History

Human Resources Recruiter at Cogent Integrated Business Solutions Inc, Canada

02/2024–Present

- Streamlined the global recruitment and staffing process, resulting in a 15% reduction in time-to-hire across international assignments.
- I facilitated a 30% increase in candidate throughput by efficiently conducting preliminary rounds, managing document collection, and coordinating further interview stages.
- I enhanced candidate experience by 20% through timely and personalized communication, leading to increased satisfaction and positive employer branding.
- Utilized Google Docs collection method to effectively manage applicant data, resulting in a 30% reduction in manual data entry errors and a 25% increase in efficiency in tracking candidate progress throughout the recruitment process.
- I achieved a 25% increase in qualified applicants through targeted sourcing strategies and effective screening techniques, ensuring a robust talent pipeline for future hiring needs.

Human Resources Advisor at HR-EX Consulting, Nigeria

01/2021–03/2023

- I ensured the strategic selection and onboarding of 85% of new hires through the implementation of streamlined procedures in alignment with client specifications and culture.
- Led performance calibration sessions for clients across diverse sectors, ensuring alignment with performance standards, yielding a substantial 70% boost in productivity, and promoting fairness in performance ratings.
- I organized and executed a full-day team bonding event, resulting in an 85% improvement in staff morale and a noticeable increase in team collaboration.

Core Skills

Recruitment and Retention	5/5
Employee Engagement	5/5
Training and Development	5/5
Performance Management	5/5
Diversity and Inclusion	5/5
Proficient in MS Office Suites	5/5
Payroll Management	4/5
Knowledge of ATS and HRIS Softwares ..	4/5
Collaborative Tools (MS Teams, etc)	5/5

Languages

English Highly proficient

Courses

SAP in Human Resources Management at Centennial College

09/2023

HR Analytics using Excel at Udemy

04/2022

Human Resources Management Training at eLearning College

06/2020

Hobbies

Networking, Watching Soccer and Writing

References

References available upon request

- Led the development of training plans and structured learning & development calendars for clients in alignment with business objectives and staff developmental needs. The development process included needs assessments, identification of areas of improvement, and knowledge gap analysis.
- Meticulously developed periodic, data-driven HR reports and dashboards, identifying areas for improvement and delivering tailored recommendations.
- Successfully revised HR policies to ensure compliance with current laws and regulations, resulting in a 30% reduction in legal risks and enhancing staff awareness and adherence to updated policies.
- I designed highly interactive HR dashboards, consolidating key metrics for talent acquisition, employee engagement, and workforce analytics. The dashboards also brought about a 20% increase in employee engagement.
- Surpassed hiring goals and timelines through the strategic use of recruitment resources (leveraging LinkedIn, ATS, Indeed, and other recruitment tools).

Human Resources Associate at Vestpay Nigeria Limited, Nigeria

04/2020–12/2020

- I drove efficient talent acquisition by supporting the department with timely recruitments, replacements, and development of candidate pools, while personally overseeing the sourcing and recruitment of all new hires.
- Implemented comprehensive orientation programs for newly hired employees, contributing to a 15% reduction in time-to-fill positions and enhancing onboarding satisfaction by 30% while mitigating all employment-related problems.
- I coordinated HR projects (engagement meetings, training, HR Audits, and pulse surveys, amongst others).
- Supported with process documentation and monthly HR report preparation.
- I collaborated with Senior HR Officers in all policy formulation and implementation.

Education

Postgraduate Degree in Human Resources Management , Centennial College, Progress Campus, Toronto, Ontario

05/2023–12/2023

Bachelor of Science, Accounting, Obafemi Awolowo University, Osun, Nigeria

09/2013–08/2017