

MARY DAMILOLA BABATUNDE, SHRM-SCP

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An accomplished Human Resource Analytic professional with years of progressive experience performing the full spectrum of HR functions in fast-paced Global environments. A successful track record in building and transforming organizational business results and its people, strength in understanding needs, building relationships, collaborating cross-functionally, and engaging with stakeholders.

KEY SKILLS

Employee Engagement Strategies and Culture	360-cycle Recruitment and hiring strategy, Onboarding	HR policies & processes
Payroll Administration	Learning and development strategy	HR Analytic & Data Report
Performance Management	Cross-Functional Collaboration	Diversity & Inclusion
		Compensation & Benefits

TECHNICAL SKILLS

MS Office (MS Excel, Outlook, Microsoft Teams, MS PowerPoint, Power Bi, Slack, Trello).
HRIS software (bamboo-hr, seamless hr, people-hum, GitHub, Linked-in Recruiter).

Qualifications & Training

Bachelor's Degree [B. A.] in. Religion & Philosophy – Obafemi Awolowo University | 2017

- Certified Global by Society for Human Resources Management Senior Certified Professional (SHRM-SCP) (2023)
- Certified HR and Data Analytics by 10ALYTICS (2022)
- MBA in Business Administration at Ahmadu Bello University (2023)
- Member, Professional in Human Resources International, [PHRi] (2020)
- P.M. by design (Performance Management) (2020)
- HR Academy by iviechic work in Nigeria consulting (2021)
- PMP Training - Certification | 2019
- Foundation Human Resource Management - Certification | 2019
- The West African Senior School Certificate Examination (WASSCE) | 2011

EXPERIENCE

HRBP Fedeth Microfinance Bank (a subsidiary of Norrenberger Financial Group) | was moved from the group to manage a new business acquired by the group on the below key indices:

- Developed Culture and Strategy
- Spearheaded Recruitment, selection, and learning and development.
- Managed Employee Operations
- Spearheaded Performance Management
- Developed and managed Compensation and Benefits Plan
- Policy creation and implementation

HR Operations: Employee Engagement Norrenberger Financial Group| 2022 till date

Provide first-line HR support to employees on the entire employee life cycle on the below indices:

- HRIS: Managed the integration and set up of the group's HRIS and effectively manage the Human Resource database management.
- Monthly Payroll administrator
- Implemented programs and initiatives aimed at improving employee engagement.
- Manage on-boarding and off-boarding.
- Develop and execute regular pulse check surveys to gauge employee engagement and change management activities.
- Maintain and update all human resources documents, such as organizational charts, employee handbooks, and performance evaluation forms.
- Recruitment and Conduct reference or background checks on job applicants.
- Assist in Driving the company's culture in creating a great place to work for employees and fostering an environment where behavior is aligned with our values.
- Advises all staff on the HR policies, conditions of employment, staff handbook, and local labor code and ensures proper application.
- Interfaces with Auditors for regular and documented data quality auditing processes ensuring correct information and efficient filing of all HR physical documents.
- Managed the HR Board, quarterly, biannually, annually, and budgeting reporting.

Human Resources Generalist Browncon Group, FCT-Abuja | 2019 – 2021

Browncon Group is a conglomerate of companies: Browncon Consulting, Browncon Investment, Reyfield Properties and Construction, AF Lifestyle, and Growth Innovation Hub.

As the Head of Human Resources, I was solely responsible for.

- **Policy creation and compliance:** I developed an organizational standard of operations (SOP), created policies, and ensured implementation.
- **Recruitment & Talent acquisition:** I performed full recruitment and developed a structured and documented organization recruitment process and guide.
- **On-boarding Orientation and acculturation training:** I introduced an onboarding plan and implemented it from the first day of work of a new hire till the first 90 days.
- **Talent Retention & succession Planning:** I built talent retention systems such as workforce planning, learning & development systems, and employee engagements.
- **Performance and Appraisal Structures:** I Designed, structured, and performed organizational performance appraisals for staff, quarterly, biannually, and annually.

- **Support and timely advice to management on employee-related matters:** Timely Provided senior management with advice on all employee-related issues, disciplinary measures, absences from work management and advice, attrition, compensation benefits, and plans, annual leave, overtime costs, and headcount using data analytic, feedback.
- **Organizational employer branding**
- **Compensation and Benefit:** I Designed a merit increase and salary review system with built-in factors such as salary review budget, company performance, individual performance, and market rate of the job to ensure a fair and equitable review of salaries within the company.
- **Legal and labor law complaints**
- **Payroll Administrative:** I created, managed, and maintained salary details, monthly payroll administration, and deductions of all employees to the Finance department.
- **HRIS:** the use and implementation of HR software for the entire HR Operation, seamless HR, and Bamboo HR software.

Human Resource Business Consultant and Administration Browncon Consulting Limited, FCT-Abuja | 2019 – 2021

Responsibilities and Achievements:

- **Human Resource Business consulting:** Provided consultation to management on client-employee relations issues.
- **Recruitment and Talent Acquisition:** Managed all external recruitment consulting services
Mega Microfinance Bank Recruitment of about fifty candidates was shortlisted for the client’s relationship manager and operational team role.
Pistis Finserve’s recruitment of about thirty candidates was shortlisted for the role of investment portfolio manager and client relationship manager.
On-boarding: On-boarding and induction were conducted for all the team recruit.
- **Capacity building and training/learning and development:.**

PREVIOUS EXPERIENCE

Browncon Investment - Admin & investment portfolio Manager	2019 - 2021
HR Consultant for (Non -profit) USAVE Foundation FCT ABUJA	2019
Mountain Ridge School - Administrative Officer [NYSC]	2018