

EBITIGHA, OLUGBENGA ADEMILOLA, FIMC, CMC

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PROFESSIONAL SUMMARY:

'Gbenga is a resourceful and experienced HR Consultant with 15 years of insatiable quest for knowledge in the world of **Management Consulting Services**. He is filled with incessant curiosity and desires to discover new elements in human resources management. As a business support partner, he had worked with a team of **consultants** to deliver on client's mandates. Much of 'Gbenga recorded experience had been with **Mr. Bigg's (A Division of UACN Plc), Walcoss Consulting Limited, and Transerve Disc Technologies Limited** where he respectively worked under the leadership of hard working executives with proven track records. He had demonstrated effectiveness in providing direction in steering organizations through accelerated business growth and performances. He is imbued with ability to initiate, articulate, develop and implement coherent business oriented HR policies. He aspire to 'build to last' a world class business empire – using multidisciplinary knowledge in management, research and logical tools to develop, drive and deliver a profitable business solutions and success.

WORK EXPERIENCE:

Nov, 2017 – Present:

Senior Special Assistant to The Executive Chairman (On Employment & Job Creation)

**EJIGBO LOCAL COUNCIL DEVELOPMENT AREA,
77, Egbe-Ejigbo Road, By NNPC Junction, Ejigbo, Lagos**

Duties/Responsibilities:

- Plan and drive the youth employability and engagement agenda of the current Ejigbo LCDA's government and administration;
- Seek, collaborate, engage and partner with organized private sectors to address issues of unemployment amongst our teeming youth through the implementation of needed vocational training programs;
- Initiate, build and maintain relationship with the key corporate decision makers in the organized private sectors with the aim of looking out for job opportunities for our teeming youth;
- Plan and facilitate recruitment, prepare candidates for interview and refer qualified candidates for possible job placement with potential employers;
- Work with graduates to re-craft the basic elements of their resume to conform with the dynamics of Nigerian labour market as well as conduct background check and verification;
- Coordinate and supervise young graduates internship program, SIWES scheme; and
- Mentor, nurture, train and make our teeming youth in Ejigbo LCDA ready for labour market.

April, 2010 – Present:

CEO/Managing Partner

HANDELSON CONSULTING LIMITED

RASFAD Plaza, 2nd Floor, 137/139, Ago Palace Way, Okota-Isolo, Lagos

Duties/Responsibilities:

- Authority to act and provide direction to position the company as well as develop a strategic plans to advance the company's objectives, thereby exploring various medium to generate revenue, profitability and growth;
- Oversee company's operations to ensure production efficiency, quality of services, and cost-effective management of resources;
- Play the role of principal business contact person between client's organizations and the home office, providing consulting services in the functional areas of recruitment and employment, performance management, training and development, organizational behavior, projects development and design;
- Provide expertise, counsel and guidance as regards issues on employee relations to clients, as well as drafting and implementing of the Client's Employee Handbook, Operating Procedures Manual, State and Federal rules and regulations, policies and practices;
- Provide timely advice to clients regarding discipline process; conduct disciplinary review conferences and advice on appropriate outcomes;
- Work with clients to develop HR business strategies that are viable in light of national/local labor trends and existing talent base;
- Develop workforce plans and succession programs that align with the client's overall strategic objectives as well as periodically assessment/audit of client workforce's capabilities and develop a formal plan to attract, develop and retain talents;
- Participate in the design, development and implementation of innovative workforce retention programs focusing on the identification and strategic alignment of required competencies to enhance organizational effectiveness and achievement of client's objectives;
- Routinely evaluate consulting services effectiveness and implement adjustments as needed;
- Coordinate requests for deeper levels of subject matter expertise in problems-solving and partner with client's HR units to ensure timely and effective delivery of HR services;
- Provide timely review and respond to requests, as initiated by clients, in the development and delivery of training and organizational development programs;

June 2009 – March 2010:

Head, Admin./Human Resources

TRANSERVE DISC TECHNOLOGIES LIMITED,

**Plot 2/3, Alakoso Avenue, Amuwo-Odofin Industry Estate,
Off Oshodi-Apapa Express Way, Lagos**

Duties/Responsibilities{ HR}:

- Provided leadership and oversaw management of human resources activities such as recruitment, performance review, manpower training and development, Human Resources Administration, HR Intelligence and background check/verification;
- Planned and conducted new employee orientation to foster positive attitude toward organizational objectives and vision;
- Facilitated staff audit and performance appraisal using "Balance Score Card"

- Developed, implemented and communicate HR Policies and Procedures to meet organizational needs and comply with relevant labor laws as well as consult legal counsels as required;
- Initiated, articulated, developed and implemented coherent HR Strategies; while improved internal processes and procedures within a demanding environment;
- Determined manning Level and ensured appropriate matches between personnel;
- Provided current and prospective employees with information about policies, job duties working conditions, wages, opportunities for promotions and employee benefits;
- Performed other duties which include dealing with understaffing, refereeing, disputes, tactical disengagement of employees, and administering disciplinary procedures/measures;
- Advised management on organizational matters such as equal employment opportunities and sexual; harassment, and recommended needed changes;
- Analyzed, developed and articulated compensation benefits policies to establish competitive edge and ensure compliance with legal requirement.

Duties/Responsibilities {Administrative}:

- Managed the administrative services and activities as well as providing shared services support to all departments and specific operations of the company;
- Provided guidelines and oversaw the management of Administrative activities such as procurement and purchasing, facilities inspection, Assets/fleet inspection, hotel accommodation, transportation/logistics and travelling needs of all employees; and
- Provided direction and leadership on the process of contractor's selection for the company designated jobs and execution of jobs as assigned to contractor and key suppliers.

2007– 2009:

Human Resources Services Consultant

**WALCOSS CONSULTING LIMITED
1-9, Berkley Street, Onikan, Lagos Island**

Duties/Responsibilities:

- Planned and interfaced directly with top-level executive, negotiated high-volume contracts, and coordinated implementation;
- Managed team of 10 subordinates and oversaw the firm's strategic planning unit;
- Built and maintained relationship with key corporate decision makers/clients;
- Managed and coordinated post-professional services and resources;
- Facilitated and coordinated recruitment, selection & employment process/strategies;
- Facilitated leadership training & manpower development;
- Designed, articulated and implemented benefits & compensation plans and policies;
- Facilitate reorganization & culture change;
- Developed and implemented succession plans and policies;
- Designed and implemented long-range & short-range business plans and strategies; and
- Developed and implemented HR policies & procedures.

Achievements:

- Identified, pursued, and closed the largest background check deal in company's history, contributing millions of naira through monthly recurring revenue;
- Transformed an under-producing marketing team, immediately resolving long-standing problems, instituting incentives that induced desirable performance;
- Championed creative marketing initiatives/strategies.

2006 – 2007:

Business Development Manager

WALCOSS CONSULTING LIMITED
1-9, Berkley Street, Onikan, Lagos Island

Duties/Responsibilities:

- Established and maintained large-volume & high profit accounts with excellent levels of clients retention and loyalty;
- Designed and executed short-term and long term business plans;
- Developed and articulated business proposals;
- Facilitated sales and marketing strategies;
- Facilitated the marketing and sales of training products;
- Ensured the preparation and rendition of sales and marketing field report; and
- Facilitated products process and development.

Sub-HR Duties/Responsibilities:

- Managed recruitment process; facilitate manpower training and development;
- Preparation of interview questions and candidates ranking;
- Oversaw clients/employees background checks, verification and evaluation; and
- Supervised day-to-day office administrative activities.

Achievements:

- Drove new business through key accounts and established strategic partnership and clients relationship to increase channel of revenues;
- Penetrated dozens of profitable accounts, individually valued up to 2.5 million with major clients; and
- Established track records that demonstrated self-motivation, creativity and initiatives to achieve both personal and corporate goals.

2004 – 2006:

Restaurant Supervisor (Retail Operations)

MR. BIGG'S (A Division of UACN Plc),
Kudirat Abiola Ways, Oregun, Ikeja, Lagos

Duties/Responsibilities:

- Supervised day-to-day activities and operations of the business unit;
- Handled and managed customer's complaints;
- Organized and coordinated the efforts of teeming staff to meet and exceed given sales target;
- Prepared of sales mix, and demand sales estimates for managerial decision;
- Ensured rendition of weekly sales update reports; and
- Ensured the effective use and operation of all equipment at the business unit.

Achievements:

- Surpassed all sales targets in spite of challenges associated with sales, generated more than 200% of products and service goals;
 - Overachieved area sales objective every eligible year;
 - Grew and ramped sales to 8 million within 1 week and positioned as the top#3 in the area;
 - Generated the highest sales volume in the area.
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EDUCATION:

2005 – 2006: Obafemi Awolowo University; Ile-Ife, Osun State;
2004: Lagos City Computer College, Lagos State;
1996 – 2001: Obafemi Awolowo University, Ile-Ife, Osun State;
1989 – 1994: Igbobi College, Yaba, Lagos State;

SUMMARY OF ACADEMIC QUALIFICATIONS:

2004 –2006: Postgraduate Diploma in Management;
2004: Advance Diploma in Information Technology Management;
1996 – 2001: Bachelor of Arts in Philosophy and Sociology;
1989 – 1994: Senior Secondary School Certificate/WAEC.

CORE COMPETENCIES/SKILLS:

*Manage Talents/Performance.*Emotional Intelligence.*Communication/Interpersonal Skills.*Team Building/Coaching

I.C.T. (BASIC):

- Have a working knowledge of “Enterprise Resource Planning” {ERP}; and People Soft-HR; and
 - Proficient and skillful in the Use of Microsoft Office Applications/Data Base Management.
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PROFESSIONAL MEMBERSHIP:

- **Fellow**, The Institute of Management Consultants (IMC);
 - **A Certified Management Consultant (CMC)**
 - **Associate Member**, Nigerian Environmental Society (Nigeria);
 - **Member**, Nigerian Institute of Management (NIM, Nigeria);
 - **Member**, Chartered Institute of Personnel Management of Nigeria (CIPM, Nigeria).
 - **Member**, Society of Human Resources Management (SHRM, U.S.A);
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INTERESTS/HOBBIES:

Reading, Writing, Sporting and Adventures

REFEREES:

- Available on request