

SUNDAY ZION ODIAMEHI, MBA

HUMAN RESOURCES MANAGER | HR BUSINESS PARTNER | PEOPLE & PERFORMANCE LEADER

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EXECUTIVE PROFILE

Strategic Human Resources Manager and HR Business Partner with over 11 years of progressive professional experience across HR, administration, operations and organizational development, including more than six years of dedicated HR experience and over three years in HR leadership. **Currently leads the HR function for a workforce of approximately 350 employees and manages monthly payroll exceeding ₦40 million.** Experienced across talent acquisition, workforce planning, performance management, employee and industrial relations, HR governance, leadership development, payroll administration, HR analytics, HRIS-supported employee administration and Nigerian labour-law/statutory compliance. Recognized for translating business priorities into practical people solutions that strengthen accountability, compliance and workforce effectiveness.

LEADERSHIP & FUNCTIONAL EXPERTISE

- Strategic HR Management & HR Business Partnering
- Talent Acquisition & Workforce Planning
- Performance & Talent Management
- Employee & Industrial Relations
- HR Governance, Policies & SOPs
- Leadership Development & Succession Planning
- Organizational Development & Change Management
- Compensation, Benefits & Payroll Administration
- HR Analytics & Executive Reporting
- Labour Law & Statutory Compliance
- HRIS & Employee Records Management
- Advanced Excel & Dashboard Reporting

PROFESSIONAL EXPERIENCE

ZERMATT LIQUOR LIMITED — Abuja
Human Resources Manager

Feb 2023 - Present

Lead the Human Resources function and partner with executive leadership to align people strategy, workforce capability, governance and compliance with business objectives across approximately 350 employees; oversee monthly payroll above ₦40 million.

- Configured and implemented the Workpay Global HR HRIS solution and continue to administer the platform by maintaining employee data, updating system functionalities, supporting HR workflows and ensuring the system remains aligned with operational HR requirements.
- Lead end-to-end talent acquisition and onboarding, reducing average recruitment turnaround time from 45 days to 20 days (approximately 56%) through structured sourcing, screening, selection and onboarding processes, while strengthening quality-of-hire through more rigorous candidate assessment and role-fit evaluation.
- Design and implement workforce planning, performance management, succession planning and employee engagement initiatives that support continuity and accountability.
- Developed and implemented 15 HR policies, Standard Operating Procedures and governance frameworks, strengthening consistency, compliance and management discipline.
- Develop leadership-development programmes for supervisors, team leaders and managers to improve people-management capability and operational leadership.
- Manage employee and industrial relations, including disciplinary hearings, grievance resolution and workplace conflict management, ensuring alignment with company policy and applicable Nigerian labour requirements.
- Produce workforce analytics, HR dashboards and management reports that support executive decision-making across headcount, people operations, recruitment performance and workforce effectiveness.
- Ensure compliance with Nigerian labour-law requirements and statutory obligations covering PAYE, Pension and NHF, while supporting accurate payroll administration, employee-relations governance and control.
- Strengthened HR governance through structured recruitment, policy architecture, leadership development and people-control practices that improved accountability and workforce effectiveness.

- Coordinated recruitment, onboarding, employee documentation and personnel administration across the employee lifecycle.
- Administered payroll processing, verification and statutory remittances, improving payroll accuracy through stronger reconciliation and control checks.
- Supported workforce planning, employee training, performance appraisal and HR reporting activities.
- Maintained HRIS and personnel records, supporting accurate employee data, leave administration, workforce reporting and HR process control.
- Supported employee-relations and disciplinary administration, ensuring proper documentation and process follow-through.

SANDY MANAGEMENT CONSULTANT (NESTLÉ NIGERIA PLC) — Lagos
Administrative Assistant - HR Support

2013 - 2016

- Supported recruitment administration, payroll validation, personnel-record management, HR reporting, statutory-audit documentation and learning administration within a large corporate operating environment.

SANDY MANAGEMENT CONSULTANT (NESTLÉ NIGERIA PLC) — Agbara
Production Operative / Administrative Support

2007 - 2013

- Maintained workforce records and supported personnel administration, compliance reporting and operational documentation, building an early foundation in workforce and administrative controls.

SELECTED HR LEADERSHIP IMPACT

- HR function leadership across approximately 350 employees, with monthly payroll responsibility exceeding ₦40 million.
- Developed and implemented 15 HR policies, SOPs and governance frameworks to improve compliance, consistency and accountability.
- Reduced average end-to-end recruitment turnaround time from 45 days to 20 days (approximately 56%) by strengthening sourcing, screening, selection and onboarding controls, while improving quality-of-hire through more structured candidate assessment and role-fit evaluation.
- Introduced stronger payroll verification and reconciliation controls that improved processing accuracy.
- Built leadership-development programmes for supervisors, team leaders and managers to strengthen frontline people-management capability.
- Configured and implemented Workpay Global HR as the organization's HRIS solution and maintain its ongoing functionality, employee-data administration and HR workflow support.

EDUCATION & PROFESSIONAL CREDENTIALS

Master of Business Administration (MBA)

Human Resource Management

Ladoke Akintola University of Technology (LAUTECH)

Professional Credentials

Certified Personnel Manager (CPM)

Associate Member, CIHRM (ACIHRM)

Postgraduate Diploma - Human Resource Management

Chartered Master Supply Chain Manager (CMSCM)

Certified Shipping Practitioner (CSP)

TECHNOLOGY & HR SYSTEMS

Workpay Global HR HRIS (Configuration, Implementation & Functional Administration) • HRIS Process Management • Microsoft Excel (Advanced) • HR Analytics & Dashboard Reporting • Microsoft Office 365 • Payroll Administration Systems • Performance Management Systems

PROFESSIONAL MEMBERSHIP

Associate Member, Chartered Institute of Human Resource Management (CIHRM), Nigeria