

NKANIKPO STELLA SUNNY EKOT

Valley View Estate,Atali Port Harcourt Rivers State.
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PROFILE SUMMARY

Result-driven and detail-oriented HR/Admin Personnel with over 5 years of experience supporting HR operations, employee relations, and office administration. Adept at handling recruitment processes, onboarding, training coordination, HR documentation, and employee engagement. Skilled in maintaining confidentiality, promoting workplace compliance, and fostering a productive work environment. Brings strong organizational, interpersonal, and multitasking skills to support the overall effectiveness of the HR department.

CORE COMPETENCIES

- Recruitment & Onboarding Support
- Employee Records Management
- HR Policies & Compliance
- Training & Development Coordination
- Performance Appraisal Support
- HR Software & Document Filing
- Payroll & Leave Administration
- Employee Relations & Engagement
- Conflict Resolution & Grievance Handling
- Time Management & Multitasking
- Communication & Interpersonal Skills
- Microsoft Office (Word, Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

KENCHEZ NIGERIA LIMITED, PORT HARCOURT

Position: HR/ Admin Personnel

2024 – 2026

- Assist in recruitment and onboarding of new employees
- Maintain accurate and up-to-date human resource files and documentation
- Support the coordination of training and staff development programs
- Ensure compliance with company policies and procedures
- Help manage payroll data and leave records
- Coordinate staff welfare activities and team-building events
- Respond to HR-related inquiries and escalate complex issues when necessary

EUCCHARIST VENTURES SERVICE, PORT HARCOURT

Position: Human Resource Manager

2020 – 2023

- Managed staff allocation and resource planning
- Provided customer care and addressed feedback and complaints
- Issued visitor tags and monitored access control
- Coordinated vehicle routes and staff movement

- Oversaw staff training schedules and development needs
- Supported the development of e-commerce platforms

MONUMENT PROPERTIES, LAGOS

Position: Office Administrator

2018 – 2020

- Maintained and updated business files and records
- Drafted letters, reports, and internal communications
- Handled client correspondence via calls and emails
- Issued invoices and followed up on outstanding payments

EDUCATIONAL QUALIFICATION

NYSC:		2017
BSc:	Lagos State University Public Administration	2016
WACE	King Ado Secondary School Lagos	2006
FSLC	Ansa-Ru-Deen Primary	1996

TRAINING AND PROFESSIONAL CERTIFICATION

Administrative Skill Training.	2021
CIPM In View	

TECHNICAL PROFICIENCIES

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- HRIS/HRMS software (e.g., Zoho People, BambooHR – basic knowledge)
- Payroll and Leave Management Tools
- Email and Calendar Management (Outlook, Gmail)
- Digital Filing Systems
- Internet Research
- Social Media Recruitment (LinkedIn, Facebook)
- Document Scanning and Printing Tools
- Data Entry and Reporting

REFEREES

Based on request