LIVINGSTONE SONI

Fractional HR Leader | People Strategy Advisor
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House 3, By Diato Hotel, Phase 4, Nyanya, Abuja.

OBJECTIVE

Accomplished HR & Administration Manager with 10+ years of expertise scaling people operations and leading distributed, knowledge-intensive teams across international time zones. Proven ability to independently manage end-to-end HR functions, remote full lifecycle recruitment, multi-country payroll execution, and modern HRIS digitization without supervision. A data-driven, autonomous leader dedicated to aligning workforce productivity with sustainable business growth.

CAREER HIGHLIGHTS

- Autonomous Function Ownership: Proven track record of operating as the senior or sole HR professional, establishing end-to-end HR policies, compliance frameworks, and administrative workflows from scratch.
- Remote Full Lifecycle Recruitment: Spearheaded end-to-end talent acquisition for diverse technical and non-technical profiles across international remote environments, designing structured evaluations and candidate assessments.
- Payroll & Administrative Operations: Handled monthly payroll processing, timesheet reconciliations, contractor invoicing, and general administrative switchboard/enquiry coordination with absolute precision.
- HRIS & Systems Implementation: Modernized legacy workflows by selecting and implementing digital HRIS tools (PaidHR, Workpay, OpenERP, Zoho equivalents) for streamlined tracking.
- Distributed Team Productivity: Maintained high accountability and remote team engagement across time zones through optimized communication stacks and proactive problem-solving.

SERVICES AND CAPABILITIES

- HR Strategy & Operating Model Design
- Talent Acquisition & Workforce Planning
- Performance Management & Leadership Enablement
- Payroll and Compensation
- Benefits and Total Rewards
- Organizational Design & Change Management
- HR Policy, Compliance & Governance
- Employee Engagement
- Artificial Intelligence in HR
- HRIS implementation - ***PaidHR, Workpay, Bento***

WORK EXPERIENCE

Founder, Elevated Talent Company - (Oct 2025 – Present)

- **Talent Acquisition:** Delivered targeted recruitment solutions to fill specialized sales and technical roles for diverse client organizations.
- **HR Systems & Process Improvement:** Implemented tailored HRIS platforms across client companies, significantly enhancing HR service delivery and efficiency.

People & Operations Manager, Gravilli Consulting - remote - (JAN 2024 – OCT 2025)

- **HR Framework & Operations:** Designed and executed an end-to-end HR operating model covering recruitment, onboarding, performance systems, payroll, and policy governance.
- **Talent Pipeline:** Managed tech talent pipelines (AI/ML, DevOps, Solutions Architects) and commercial roles (Growth Marketing, Account Management) to ensure continuous sourcing.

Manager Recruitment and Administration, American University of Nigeria - onsite (https://www.aun.edu.ng/) MAR 2023 –JAN 2024

- **Strategic HR Leadership:** Directed HR team operations across the complete employee lifecycle to ensure optimal staffing levels for faculty and staff.
- **Process & SOP Development:** Partnered with cross-functional department heads to draft functional SOPs and policies that optimized performance management, payroll, and benefits.

People Operations Manager, MdaaS Global - health tech - hybrid (https://www.mdaas.io/) NOV 2021 – JAN 2023

- **Talent & Performance Architecture:** Centralized recruitment and onboarding models to enhance candidate experience, while implementing an OKR-aligned performance framework.
- **Operations & Change Management:** Guided executive leadership through organizational scaling, delivered error-free monthly payroll, and drove engagement through structured feedback loops.

Team Lead HR, Kudy Financials S.A.R.L - fintech - hybrid (https://kudy.io/) APR 2020 – OCT 2021

- **Compliance & Scaling Strategy:** Established foundational HR policies and compliance frameworks to support rapid fintech scaling while reducing external recruiter spend through in-house talent sourcing.
- **Employee Relations & Payroll:** Advised executive leadership on retention and performance strategy while managing transparent, compliant payroll and benefits operations.

AMERICAN UNIVERSITY OF NIGERIA (AUN) · higher education - onsite (https://www.aun.edu.ng/) NOV 2010 - APR 2020

Manager, Development & Administration (Abuja Liaison Office) – (JUN 2019 – APR 2020)

- **Fundraising & Partnerships:** Identified donors, investors, and foundations to secure funding for capital projects, endowments, and scholarships, building a structured prospect database.
- **Strategic Advisory & Engagement:** Advised leadership on business and investment opportunities to reduce operational overheads while collaborating with Alumni Affairs to enhance institutional engagement.

HR Manager, Compliance Reporting & Wellness – (JUL 2018 – JUN 2019)

- **Wellness & Onboarding:** Managed employee wellness programs—spanning health, financial seminars, and sports—and

coordinated onboarding to boost engagement, productivity, and retention.
- **Compliance & Analytics:** Evaluated a 4-year HR metrics audit (turnover, retention, span of control) to optimize departmental efficiency while delivering statutory reporting to government agencies.

HR Partner – (SEP 2012 – JUL 2018)
- **Performance & Development:** Redesigned the University's Performance Management & Appraisal Program (PMAP), delivering staff-wide training and executing promotion, probation, and career development initiatives.
- **HR Operations & Advisory:** Advised leadership on recruitment, compensation, and restructuring while maintaining strict compliance with National Housing Fund policies and the Pension Reform Act 2014.
- **HR Technology & Records:** Modernized talent acquisition via cloud recruitment tools and partnered with IT to migrate data to OpenERP and DocuWare for secure, efficient record management.

Performance Management & Promotions Officer – (FEB 2012– SEP 2012)
- Executed the probation policy to track new hire performance and conducted staff training on appraisal systems to boost workplace efficiency.

Performance Management Assistant – (NOV 2010 – FEB 2012)
- Conducted job analyses and task mapping to assist in drafting comprehensive, accurate job descriptions across departments.

EDUCATION

- American University of Nigeria –
  - ***Master of Business Administration (MBA), 2016***
  - ***Bachelor of Science in Business Administration, 2009***

COURSES

Applied AI for Human Resources
LinkedIn - Issued May 2024 - Show credential
Skills: Artificial Intelligence (AI) · Human Resources (HR) · Artificial Intelligence for Business

Become an AI-Powered Recruiter
LinkedIn - Issued May 2024 - Show credential
Skills: Recruitment · Diversity, Equality, and Inclusion (DEI) · Artificial Intelligence for Business

Connecting Engagement and Inclusion to a Culture of Performance
LinkedIn - Issued May 2024 - Show credential
Skills: Organizational Culture · Diversity & Inclusion

Generative AI, Recruiting, and Talent Acquisition
LinkedIn - Issued May 2024 - Show credential
Skills: Talent Management · Artificial Intelligence for Business

Human Resources: Using Metrics to Drive HR Strategy
LinkedIn - Issued May 2024 - Show credential
Skills: HR Metrics

Inclusive Tech: Retaining Diverse Talent
LinkedIn - Issued May 2024 - Show credential
Skills: Staff Retention · Tech Career Skills

The Smart Recruiter: Become a Talent Acquisition Guru
Udemy - Issued May 2024 Show credential
Skills: Talent Management

TRAININGS AND WORKSHOPS

- **ESSENTIAL QUALITIES OF LEADERSHIP,** Center for Management Development (CMD), Abuja.
- **STRATEGIC HUMAN RESOURCE AND BUSINESS PARTNER,** Advanced Certificate in Human Resources Management, Remoik Training & Consultation, Lagos.
- **EFFECTIVENESS OF NIGERIAN PENSION REFORMS & THE NEW AMENDMENT,** Certified Pension Institute of Nigeria, Lagos Airport Hotel.
- **ADVANCED HUMAN RESOURCES MANAGEMENT,** Tom Associates, Lagos State.

REFERENCES

TIMOTHY CHIA
Founder, HULQ WEB,
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LUKE DALUGHUT
Managing Partner, VEMA GROUP
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