

CHINEDU EUGENE Nwigwe

OPERATIONS LEAD

CONTACT INFO

+234 8033407891

nedu01@yahoo.com

ADDRESS

D78 Gat Oboh Street
Millennium Homes Estate
Oniru Victoria Island

EDUCATION

2010 – 2014

**Bachelor of Business
Administration:
Marketing**

American University of
Nigeria

2019 – 2010

**University Foundation
Program**

Bridgehouse College

EXPERTISE

Communication Skills ●

Negotiation Skills ●

Project Management ●

Customer Relationship ●

Marketing ●

REFERENCE

FOLARIN Bolatiwa

Ripen Marine Contractors |

MD

07062248725

OPE Ajayi

Genesis Group| Executive

Vice President

08151555000

PROFILE INFO

Experience and pro active worker with a proven track record of working collaboratively with team members to achieve their goals. Experienced in Business Administration, budget control and Business Certifications. I strongly believe an exceptional performance today is tomorrows benchmark. Passion inspires creativity and proper service.

My Language

English ★★★★★

Igbo ★★★

WORK EXPERIENCE

Executive Assistant to Operations Manager

2019 – Present, Ripen Marine Contractors

Ripen Marine Contractors offers project management and engineering and field development services to the Oil & Gas, Defense, Education and Maritime Industries

- Report all daily update to the Operations Manager
- Handled offshore transactions within and outside the country
- Prepared and reconciled company financial reports
- Headed the registration process of an emerging player in the oil & gas industry with government agencies such as Department of Petroleum, Federal Inland Revenue and Nigerian Petroleum Exchange.
- Organized and maintained appointments, ensuring senior executives are well briefed. Maintained office services, and developed office processes and workflow procedures.

PROFESSIONAL ACHIEVEMENT AND CERTIFICATIONS

2019 - Certified

**The Nigerian Chartered
Institute of Logistics and
Transportation**

2014 - 2015

**National Youth Service
Corps - Teams Leader,
Health and Environmental
Group**

2014 - Certified

**Society of Ethics and
Leadership**

2013 - Certified

**DREAM Org - (Dedicating
Resources to Educate and
Motivate)**

Youth Campaign Team

2018, Atiku Abubakar Campaign team

- Headed Logistics to and fro during the Presidential Primaries
- Advised my line managers on various strategies on how to go about the Primary Presidential election.
- Assisted the purchase team in negotiating
- Organized group of young voter to recruit more people and persuade them to vote for our candidate.

Head of Operations

2018 - 2019, Albert Rally Services Ltd

Albert Rally Services is a logistics company that offers transportation and manpower services offshore and onshore oil & gas activities

- Responsible for Budget and Cost control
- Managed over 25 employees
- Facilitated the registration process of the Business with various agencies including NNPC and FIRS
- Organized logistics operations for senior managements local and international trips. Charged with pre - briefing which involved traveling in advance to ensure smooth transaction and execution

Business Development

2017 - 2018, Genesis Group - Genesis Cinemas

Genesis is a wholly Nigerian owned group with business interest in hotels, restaurants, cinemas, shopping malls, real estate development, catering and snack foods. Genesis has its corporate head office in Port Harcourt.

- Responsible for over 60 million naira in monthly revenues
- Managed operations in the Group's largest movie facility
- Implemented the social media department and organized the first outdoor movie in Lagos
- Organized the movie premier in Lagos - Mission Impossible. Improve audience participation and awareness.

Office Manager

2015 - 2017, Ripen Marine Contractors

Ripen Marine Contractors offers project management and engineering and field development services to the Oil & Gas, Defense, Education and Maritime Industries

- Ensure the smooth running of the office and also made sure the office space was conducive to work at all times
- Purchased all office items used to maintain the office space.
- Scheduled meetings for the top managers in the company
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Internship

2012 - 2013, Glass AI - Tech Limited

Glass ALTECH provided automatic advanced glass solutions to clients

- Organized meetings and ensuring senior managers are well prepared for the meeting.
- Maintained and developed the office filing systems both on paper and computer