

Madu Chinedu Kevin

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Experienced and organized General Secretary with a proven track record in efficient administrative management, effective communication, and event coordination. Committed to professionalism, confidentiality, and supporting team productivity in fast-paced environments that prioritize attention to detail and time management.

Professional Experience

Ezenwamadu Marine Company, Lagos
Secretary/Manager

03/21 - 03/23

Ezenwamadu Marine company is a subsidiary of Ezenwamadu Multi Global LTD. It is a registered company that deals on the sales of Marine Outboards motor engine spare parts.

- Managed sales of marine outboard motor complete engines and genuine spare parts at Ezenwamadu Multi Global LTD
- Attracted 5 solid potential customers to the company
- Raised company's and customers cordial relationship to about 20% increment
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Students Physiological Association Of Nigeria (SPAN)
Gen. Secretary

01/20 - 06/22

Students Physiological Association Of Nigeria is an international organization of Students of physiology department in Nigerian Universities.

- General Secretary, Nnamdi Azikiwe University chapter
- Established Student and Lecturers Union
- Improved organizational record-keeping efficiency

Education

Nnamdi Azikiwe University
BSc Physiology

09/17 - 03/23

- Completed coursework in English Language, Biology, Chemistry, Physics, Biochemistry, Anatomy, Physiology, pharmacology and Microbiology

Key Skills

- Leadership
- Organization
- Team work
- Digital
- Communication
- Conflict resolution
- Problem solving
- Office management

Interests

- Football enthusiast
- Avid traveler
- Cooking hobbyist
- Fitness fanatic