

UDEGBUNAM IFEANYI

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Education

University of Ibadan, Sept 2010 - Apr 2015

Bachelor of Business Management

- **Key Courses:** Principle of management, Organizational behavior, Strategic management, human Resource Management, Entrepreneurship&Innovation.

Skills

Languages: Google sheets, Google Sheets, Google Mail, All Google Workplace, click up, Problem-Solving, Communicating Skills, Teamwork, Time Management, asana, ChatGPT/Gemini.

Professional Experience

ALX ACADEMY

FEB 2025 – APR 2025, LAGOS NIGERIA NG

VIRTUAL ASSISTANT - DATA ENTRY

- Built a group of committed virtual assistants/executive assistants.
- Designed a good portfolio and made a lot of impact in the community.

LEAZON ONYEKA VENTURES LIMITED

MaR 2009 – APR 2016, LAGOS NIGERIA NG

SALES REP - SALES MANAGER

- Building Strong Customer Relationships
- Consistent Achievement of Sales Goals
- Strategic Sales Planning and Execution

UZOBEST SUPERTRUCK MULTILINK CONCEPT

JUL 2020 –SEPT 2022 , LAGOS NIGERIA NG

SUPPLY MANAGER - INVOICE ENTRY

- Building and maintaining strong relationships with suppliers is crucial.
- This includes negotiating favorable contracts, ensuring quality standards, and fostering collaboration
- designing and implementing supply chain strategies that reduce costs, improve efficiency, and minimize risks
- invoice entry ensures accurate financial records, which are essential for budgeting, forecasting, and auditing.

MACKANYI AUTO SPARES

January 2024 – PRESENT, LAGOS NIGERIA NG

MANAGER

- I invest in MY team's development through coaching, mentoring, and training.
- Strategic Planning and Execution.
- Problem-solving and Decision-Making.
- Communication and Collaboration.