

HARRISON EGBUDU

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PROFILE

Highly competent and reliable professional with a diverse skill set encompassing Project Management, Executive Assistance, Service Management, Digital Marketing, Content Development, Copywriting, Facility Management, Mathematics, and IT Support Level 1. Adept team player with over 2 years of experience in the Pension Industry, IT Industry, and Educational Sector. Demonstrated ability in project planning, coordination, management, and team supervision.

WORK HISTORY

Pension Fund Operators Association of Nigeria (PenOp)

Project Management Support/Executive Assistant | January 2022 – Present

- Providing comprehensive administrative support, including calendar management and meeting coordination
- Document organization, crafting and editing various written materials and presentations
- Managing confidential and sensitive data with the highest level of discretion and professionalism.
- Coordinating travel arrangements and managing event planning for conferences and business functions with the media team
- Staying updated on industry trends and technology proficiency
- Assistant Project Manager for the Micro Pension Plan.
- Collaborate with project manager and engage weekly with service providers.
- Facilitate adoptions by PFAs (Pension Fund Administrators) in coordination with the project manager.
- Manage the Data Recapture Project with Project Management Lead
- Maintain and update the company website regularly
- Support the Media team and oversee the CEO's LinkedIn page, PenOp's LinkedIn page, and PenOp's YouTube channel.
- Manage the CEO's calendar, meeting schedules, and presentation preparations.
- Supervise facilities management of company devices.
- Foster continuous engagement with PenOp vendors.
- Develop monthly content calendars in collaboration with the media lead.
- Generate monthly updates (PowerPoint and Infographics) for the Pension Industry CEOs.
- Work with the media team to produce contents (Static graphics, videos, interviews, podcast, etc) for the media.

Outcess Solutions LTD

Client Service Representative | October 2021 – January 2022

- Conducted outbound calls to address customer needs effectively.
- Resolved client issues and implemented win-back strategies as required.
- Accurately tagged calls for efficient team follow-up.
- Escalated and reported client issues requiring managerial attention.
- Cultivated strong and credible customer relationships during interactions.

Bincom ICT Solutions

Project Assistant / July 2019 – January 2020

- Facilitated consistent meetings and follow-ups with ICT clients on software development projects.
- Established regular and timely meetings and calls with clients to discuss software creations, modifications, and adjustments.
- Managed project deliverables and monitored team progress.
- Ensured proper documentation for future reference.
- Provided clients with weekly and monthly reports.
- Cultivated strong and credible client relationships.
- Developed marketing strategies and campaigns for conversions and engagement.
- Created content for company social media platforms.
- Served as an assistant instructor for project management classes.
- Acted as the service manager for OutsourcIT by the Bincom division.
- Monitored services provided to clients by IT Support personnel.
- Conducted regular client visits to discuss service quality improvements.
- Managed weekly and monthly reports to OutsourcIT clients.
- Fostered strong and credible client relationships.

Great Goodluck School

Science Teacher / July 2014 – August 2015

- Developed, prepared, and delivered timely lesson plans to students.
- Engaged students during recreational activities to enhance collaboration.
- Provided educational and social guidance to students.
- Managed classroom activities and student behaviour within and outside the school environment.
- Ensured effective communication with students to achieve lesson plan objectives.

EDUCATION

B.Sc, Systems Engineering (Second Class Honours, Upper Division) **(2015 – 2021)**

University of Lagos, Akoka, Yaba, Lagos.

West Africa Senior Secondary School Leaving Certificate (WASSCE) **(2008 – 2014)**

Goodluck Comprehensive College, Ita-Oluwo, Ikorodu, Lagos.

Primary School Leaving Certificate **(2003 – 2008)**

Goodluck Comprehensive College, Ita-Oluwo, Ikorodu, Lagos.

CERTIFICATION/TRAINING

- NYSC Certification **March 2023**
- Jobberman Soft-Skills Training **Sept. 2022**
- Ultimate Excel course (Beginner to Mastery – Udemy) **Aug. 2022**
- Designed and Constructed an Adire Making Machine (Final Year Project) **Sept. 2021**
- Certificate in Copywriting **Dec. 2020**
- Certification in Project and Service Management **Aug. 2019**

- Best Altar server executive of the year
- Systems Engineering Multiple Athletes Gold Medallist
- Award of excellence as the Majority Leader of the Student Rep. Council

Sept. 2018 & Oct. 2021

2016 - 2019

July 2013

SUPERVISED PROJECTS

- **Data Recapture:** Managing the recapture of pensioners' data in Nigeria.
- **Micro Pension Campaign:** Introducing micro-pension options to the informal sector in Nigeria.
- **PenOp Website:** Maintaining and updating the website for real-time information on the Pension Industry.
- **PenOp Application:** Developing a gateway application for Pension Industry members.
- **Social Lender:** Contributing to a fintech lending solution platform.
- **CATES Learning Application:** Designing a context-based teaching app for primary and secondary school students.
- **ARM Learn:** Developing a context-based teaching app for university students.
- **GasnOwnOw:** Creating a gas ordering app for refilling glass and replacing gas cylinders.
- **Bincom LMS:** Overseeing an online context-based teaching and learning management system for Bincom Dev. Centre students.
- **Supervision of ICT Clients:** Managing web portals, domain names, and hosting for 12 Bincom ICT clients.

PERSONAL INFORMATION

- Date of Birth: **29th April.**
- Sex: **Male**
- State of Origin: **Delta State**
- Languages spoken: **English, Agbor.**

SKILLS AND INTERESTS

- **Skills**
 - Project Management
 - Service Management
 - Executive Assistance
 - Facility Management
 - Digital Marketing
 - Content Development
 - Copywriting
 - Mathematics
 - IT Support Level 1
 - Team Management
 - Data Management
 - Social Media Management
 - Problem Solving
 - Technical Writing
 - Copywriting
 - Client-Relationship Management
 - Microsoft Office 365

- Basic Systems Administration
- Technical Writing

▪ **Interests**

- Operations research
- Management
- Volunteering
- Sport
- Dancing
- Traveling and Reading

REFEREES

Available on request