

JOHN ONYEKA IKEBUDU

HR Generalist | Administrative Professional | Operations Coordinator

Lagos, Nigeria | +234 916 054 5259 | johnikebudu71@gmail.com

PROFESSIONAL PROFILE

Versatile HR and Operations professional with 4+ years experience supporting recruitment, employee administration, executive leadership, customer relations, business development, and operational excellence. Proven ability to coordinate multiple priorities, manage stakeholders, maintain confidential records, and support business growth. Experienced with HRIS, ATS, CRM, Google Workspace, and Microsoft Office tools. Seeking opportunities in Human Resources, Administration, Executive Support, Customer Experience, and Operations Management etc.

CORE COMPETENCIES

- Recruitment & Talent Acquisition
- Employee Onboarding & HR Administration
- Payroll & Workforce Support
- Executive & Administrative Support
- Customer Service & Relationship Management
- Operations Coordination & Team Leadership
- Business Development & Stakeholder Engagement
- Report Writing & Documentation Management
- Zoho People, Zoho Recruit, HubSpot, Bitrix24 CRM
- Microsoft Office Suite & Google Workspace

PROFESSIONAL EXPERIENCE

HR Generalist | Jobrole Consulting | 2024 – Present

- Manage end-to-end recruitment, onboarding, employee records, payroll support, pension administration, and workforce documentation.
- Partner with clients to develop HR structures, compensation frameworks, governance processes, and people-management systems.
- Support employee engagement, workforce planning, organizational development, and learning initiatives.
- Drive lead generation, conference sales, sponsorship acquisition, and strategic partnership development.

Executive Assistant & Operations Coordinator | TheGlams Realtor / Charoite Stones | 2023 – 2024

- Supported senior leadership with executive scheduling, business coordination, reporting, and stakeholder management.
- Coordinated procurement, logistics, inventory management, contractor engagement, and project tracking.
- Managed client relationships, property operations, and service delivery activities.
- Conducted project monitoring, compliance reviews, and operational reporting.
- Manage end-to-end recruitment, onboarding, employee records, payroll support

Security Supervisor | Faith Link Global Services Ltd | 2021 – 2023

- Supervised operations across 45+ active locations, ensuring service quality and compliance.
- Managed workforce scheduling, performance monitoring, reporting, and operational communication.
- Improved accountability, workflow coordination, and team effectiveness.

Graduate Intern (Geologist) | Anambra State Material Testing Laboratory | 2020 – 2023

- Prepared technical reports, managed laboratory documentation, and supported project coordination.
- Assisted with compliance processes, records management, and data administration.

EDUCATION

B.Sc. Geological Sciences

Nnamdi Azikiwe University, Awka

PROFESSIONAL CERTIFICATIONS

- Certificate in Human Resources Management (HRM) – Ace Coterie Consulting
- Certificate in Customer Service & Relationship Management (CSRM) – Ace Coterie Consulting

ADDITIONAL INFORMATION

Career Interests: Human Resources, Administration, Executive Assistance, Operations, Customer Experience and Many More

References available upon request.