

MADUSHA VICTOR GEOFFREY

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PROFESSIONAL SUMMARY

Detail-oriented and organized Human Resources professional with hands-on experience supporting recruitment, onboarding, and HR administrative operations in fast-paced environments. Experienced in candidate documentation, interview coordination, employee records management, and HR reporting, with a strong foundation in confidentiality and data accuracy. Eager to bring proactive support, professionalism, and a collaborative mindset to a growing recruitment and HR consulting team.

CORE COMPETENCIES

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| • Recruitment & Onboarding Support | • Candidate Documentation & Interview Coordination |
| • Employee Records Management | • HR Documentation & Filing |
| • Administrative Support | • Communication & Interpersonal Skills |
| • Data Entry & Record Accuracy | • Time Management & Organization |
| • Microsoft Office & Google Workspace | • Confidentiality & Professional Ethics |
| • Team Collaboration | • Problem Solving & Multitasking |

PROFESSIONAL EXPERIENCE

Lafarge Africa PLC

Human Resources Intern (NYSC)

2024

- Supported end-to-end recruitment and onboarding processes, including candidate documentation and new employee file set-up
- Maintained and organized confidential staff records, ensuring accuracy and compliance with HR data standards
- Coordinated interview scheduling and communicated with candidates and staff to keep the recruitment pipeline moving smoothly
- Prepared attendance records, HR reports, and personnel documentation with a high degree of accuracy
- Responded to employee inquiries and provided day-to-day administrative support to the HR department
- Supported employee engagement initiatives and workplace coordination activities
- Managed documentation, filing, and data entry for HR operations, maintaining organized, audit-ready records
- Collaborated closely with HR team members to support smooth day-to-day recruitment and HR processes

Obafemi Awolowo University – Administrative Department

Database Management Officer

2023

- Managed and maintained organizational databases and records with high accuracy, supporting reliable reporting
- Provided administrative support and responded to internal inquiries in a timely, professional manner
- Assisted with documentation, filing, and record management processes across the department
- Identified and resolved data-related issues to support smooth operational activities
- Supported digital communication and administrative coordination within the department

EDUCATION

Postgraduate Diploma in Human Resources Management

In Progress

Federal University of Oye Ekiti

Bachelor of Library and Information Science (BLS) | 2018 – 2023

Kentan's College

Senior Secondary School Certificate (SSCE) | 2011 – 2014

CERTIFICATIONS

Chartered Human Resource Professional (CHRP) – In Progress

TECHNICAL SKILLS

Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Google Workspace • Database Management • HR Documentation Tools • Administrative Support Tools • Data Entry & Reporting

LANGUAGES

English – Fluent | Yoruba – Fluent