

MAGDALENE IFELUNWA NWACHUKWU

Human Resources Professional | Executive Assistant

 Ikeja, Lagos, Nigeria

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 magdaleneifenwachukwu@gmail.com

PROFESSIONAL SUMMARY

Results-driven Human Resources Professional and Executive Assistant with experience supporting recruitment, talent acquisition, HR operations, employee relations, executive administration and business operations within consulting environments. Skilled in coordinating end-to-end recruitment, onboarding, HR documentation, stakeholder management, calendar management and executive support while maintaining confidentiality and improving operational efficiency.

CORE COMPETENCIES

- Talent Acquisition & Recruitment
- Employee Onboarding
- HR Operations
- Executive & Administrative Support
- Calendar & Travel Management
- Employee Relations
- HR Documentation & Compliance
- Performance Management
- Training Coordination
- Microsoft Office Suite
- Google Workspace
- HRIS & ATS
- Communication
- Time Management
- Problem Solving
- Confidentiality

PROFESSIONAL EXPERIENCE

Madop Professionals

Human Resources Associate / Executive Assistant

May 2026 – Present

- Coordinate recruitment from sourcing to onboarding.
- Manage CEO calendar, meetings, travel and correspondence.
- Prepare HR reports and maintain employee records.
- Coordinate training and performance documentation.
- Liaise with clients and stakeholders.
- Prepare presentations and meeting minutes.

Prestigious Consulting Group

Human Resources Intern

Dec 2025 – Apr 2026

- Supported recruitment and interview coordination.
- Maintained HR records.
- Tracked workforce performance.
- Prepared onboarding documents.
- Responded to candidate enquiries.
- Supported HR administration.

Vyeemac Recruitment Agency Limited

Human Resources Officer (Recruitment & Operations)

Jul 2025 – Dec 2025

- Sourced and screened candidates.
- Conducted interviews.
- Matched candidates to client needs.
- Managed onboarding.
- Maintained recruitment trackers.
- Built client relationships.

Union Bank of Nigeria

POS Deployment Officer (People Operations & Workforce Support)

May 2023 – Jun 2025

- Managed support for 200+ POS agents.
- Resolved escalated issues.
- Conducted onboarding.
- Prepared reports.
- Exceeded performance targets.
- Supported workforce operations.

EDUCATION

Bachelor of Science (Education) – Physics Education

University of Abuja

2017–2021