


Okeke Kenekwukwu


About me


I am a dependable, efficient and hardworking individual whom is eager to learn. My goal is to provide effective services to impact my community and the society around me. I always apply myself to my team and work with them to achieve our desired objective.

Contact

 (+234) 063-361-185

 Kenekc18@gmail.com

 No.4, Musa Sada Street, Lifecamp Ext., Abuja, Nigeria.

 [Linkedin.com/in/kenekchukwu-okeke-8106261b2](https://www.linkedin.com/in/kenekchukwu-okeke-8106261b2)

EDUCATION

B.A. Business Administration
*University of Abuja,
Abuja, Nigeria.*
Expected Graduation:
September 2022

(WASSCE)
*Early Heights College,
Ogun State.*
2008-2014

SKILLS

Microsoft Office Suite
Adobe Photoshop
Accuracy and attention to detail
Organization and prioritization
Adaptability and flexibility
Time Management

INTEREST

Travelling
Arts and Design
People and Community Development
Photography

Work Experience

January 2020

LEGAL & CONTROL MANAGER - AIESEC Organization, Abuja, Nigeria.

- Registration of new members to the organization.
- Keeping minute records of local committee meetings.
- Recording of expenditure and revenue of the organization.
- Drafting of letters between AIESEC and its partner organizations.

August 2020

STUDYFREE AMBASSADOR – STUDYFREE, Moscow, Russia.

- Actively promotes information and create awareness about the company.
- Organize online webinars and live sessions to introduce students to the organization.
- Share information and make posts about the organization on social media.
- Writing articles to inform students about the benefits of the organization.

Volunteering Service / Community

8th March 2020

ENGAGE WITH AIESEC – Kuchingoro IDP Camp, Kuje, Abuja, Nigeria.

This was an initiative done by AIESEC to educate internally displaced individuals and children on the importance of personal hygiene, environmental sanitation and how it affects us as human beings.

I was given the task of educating the women on the importance of female personal hygiene and its positive effects on us.