

Henry Isaac Udochukwu

Project Executive & Strategic Innovator

[Portfolio Link](#) | [LinkedIn](#)

Proactive and results-driven Project Executive with 3+ years of experience supporting startups and business teams in managing operations, client communications, and project execution. Adept at facilitating cross-functional collaboration, preparing proposals, and overseeing end-to-end service delivery. Skilled in using CRM systems, analytics tools, and workflow platforms to maintain transparency, alignment, and performance. Known for delivering consistent client outcomes across departments while maintaining strategic focus and high engagement standards.



PROFESSIONAL EXPERIENCE

8veer Consulting (Remote – UK)

Project Executive | Apr 2025 – Present

Managed project proposals, timelines, and deliverables across multiple business verticals.

Facilitated client communications, aligned expectations, and ensured timely follow-ups.

Used Monday.com and HubSpot for task tracking, pipeline updates, and reporting.

Supported internal teams in cross-departmental project coordination and feedback loops.

Hotel Place – Nigeria

Executive Assistant & Marketing Coordinator (Contract) | Aug 2024 – Mar 2025

Identified opportunities and supported service outreach for newly established hotels.

Maintained professional follow-ups, ensured high client satisfaction, and assisted in strategic client onboarding.

Sobotock Network – Nigeria

Business Analyst & Assistant | Jun 2023 – Jul 2024

Delivered high-impact reports and insights to support executive decision-making.

Facilitated strategy sessions and prepared materials for senior-level engagements.

Tracked performance metrics and communicated findings across teams for business alignment.

CERTIFICATIONS

[Google Business Intelligence Professional Certificate](#)

[Google Cloud Data Analytics Professional Certificate](#)

CORE COMPETENCIES

Project Coordination & Delivery

Client Communication & Relationship Management

Proposal Development & Documentation

Executive Reporting & Data Visualization

CRM & Collaboration Tools: Hubspot, Monday.com, Trello, Slack

Analytical Tools: Excel (Pivot Tables), Power BI, Looker, SQL

Strategic Insight & Stakeholder Engagement

HIGHLIGHTED PROJECTS

CRM-Based Lead Management System – April 2025

Designed CRM structure in Monday.com to manage client engagement, bid submission, and documentation workflows.

Excel Pivot Table Sales Report – Jan 2025

Created dynamic dashboards to track weekly/monthly sales performance for a local café, aiding strategic decisions.

Financial Dashboard for Drinko FMCG – Nov 2024

Built an interactive dashboard showing net sales and profit margins across time periods and brand lines.

SPOKEN LANGUAGE

English (Fluent)

EDUCATION

Nnamdi Azikiwe University – Awka, Nigeria

Bachelor of Applied Science (BASc), Microbiology | 2019 – 2022