

ACHUM FRIDAY ODE

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PROFESSIONAL PROFILE

Experienced Supply Chain, Procurement, Logistics, Warehouse, Facilities and Administrative Professional with over 15 years of progressive experience supporting oil and gas, engineering, facilities management and corporate operations. Strong background in end-to-end procurement, strategic sourcing, contract administration, inventory optimization, warehouse operations, vendor management, logistics coordination and office administration. Demonstrated ability to improve operational efficiency, reduce procurement lead times, maintain inventory accuracy, support field operations, prepare management reports and ensure compliance with company policies, HSE standards and procurement procedures. Proficient in ERP systems and Microsoft Office with excellent communication, stakeholder management and problem-solving skills.

PROFESSIONAL EXPERIENCE

Supply Chain & Field Logistics Officer

Oceangate Engineering Oil & Gas Limited | March 2026 – Present

- Coordinate procurement, warehousing and field logistics activities for drilling and operational projects.
- Develop procurement plans based on project material requirements and operational priorities.
- Monitor inventory availability and ensure uninterrupted material support for field operations.
- Liaise with vendors, freight providers and internal stakeholders to ensure timely deliveries.
- Track material movement from purchase through delivery and consumption.
- Prepare logistics, inventory and procurement reports for management.
- Support demand forecasting, inventory optimization and continuous process improvement.
- Ensure compliance with company procedures and HSE requirements.

Admin / Procurement Manager

Wishwich Luxury Apartment | August 2025 – March 2026

- Managed procurement lifecycle from requisition to supplier payment.
- Negotiated pricing and service agreements.

- Supervised office administration, records, correspondence and inventory.
- Prepared budgets, tracked procurement expenses and maintained vendor database.
- Coordinated maintenance contractors and administrative support services.

Facilities Coordinator / Administrative Officer

Nigerdock FZE | May 2021 – March 2024

- Managed facilities operations and preventive maintenance.
- Processed purchase requisitions, purchase orders and invoices.
- Coordinated travel, meetings and executive schedules.
- Managed office assets and ensured workplace compliance.
- Prepared operational reports and maintained documentation.

Warehouse Officer

Nigerdock FZE | July 2020 – May 2021

- Received, inspected and stored materials.
- Performed cycle counts and stock reconciliation.
- Maintained accurate ERP inventory records.
- Coordinated dispatches and logistics documentation.

Purchasing Administrator

Nigerdock FZE | June 2014 – July 2020

- Processed purchase requests and purchase orders.
- Conducted supplier sourcing and price analysis.
- Maintained procurement records and supplier evaluations.
- Prepared procurement performance reports.

Senior Storekeeper

Nigerdock FZE | April 2009 – June 2014

- Managed warehouse operations and stock control.
- Supervised store personnel.
- Ensured accurate receiving, issuing and inventory audits.

Education

- B.Sc. Public Administration, University of Lagos (2012–2017), Second Class Lower
- SSCE, Umbrella Comprehensive Secondary School (2004–2010)

Technical Competencies

- Supply Chain Management
- Procurement & Strategic Sourcing

- Vendor & Contract Management
- Inventory & Warehouse Management
- Logistics Coordination
- Facilities & Administrative Management
- Budget Monitoring
- ERP Systems
- Data Analysis & Reporting
- HSE Compliance

Digital Skills

- Microsoft Excel, Word, PowerPoint, Outlook
- Google Workspace
- Kissflow ERP
- Orion ERP
- BambooHR
- SeamlessHR

Certifications

- Food Safety & Food Hygiene (WSO, June 2019)
- Lean On-Board Training (July 2022)
- Customer Service Excellence (November 2021)

References

Available upon request.