

EYETU GHALOMENO SYLVIA

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Harcourt, Nigeria

PROFILE SUMMARY

Motivated and detail-oriented entry level professional with hands-on experience in Health, Safety & Environment (HSE) and Materials Management within the oil and gas industry. Skilled in supporting HSE compliance, conducting safety inspections, and promoting safe work practices across operational teams. Knowledgeable in SAP materials Management, inventory control, and procurement coordination to ensure efficient and cost-effective operations.

EDUCATION

Delta State University, Abraka, Delta State

- Bachelor's Degree (BSc) in Botany | 2017 – 2021

SKILLS & COMPETENCIES

Technical Skills:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- SAP Materials Management (MM)
- Proficient in the development of Job Hazard Analysis (JHA)/ Job Safety Analysis (JSA) form, permit to work (PTW), Stop Work Authority (SWA) form, Tools/equipment inspection checklist, incident reporting form for review and approval.
- Procurement & vendor Management
- Data Entry & Reporting
- HSE & Quality Compliance

- Inventory & Warehouse Operations
- Workplace Safety and Auditing
- Procurement and Supply Chain Support
- Incident Prevention and Safety Awareness

Soft Skills:

- Analytical Thinking
- Communication & Team Collaboration
- Problem-Solving
- Safety-conscious and detail-oriented
- Adaptable to field and office environments
- Committed to continuous learning and contributing to safe, reliable, and productive projects environments

WORK EXPERIENCE

Materials Management Support – SLB (Schlumberger) | April 2025 – Present

- Management of inventory levels and tracking material usage
- Manage materials planning, procurement and inventory using SAP MM
- Monitor material usage, update stock level and generate purchase requisition in SAP
- Support HSE compliance in warehouse and logistics activities
- Coordinate with suppliers for timely delivery of items.

KEY ACHEIVEMENTS

- Contributed to ware house reorganization project that improved on stock visibility and reduced discrepancies.

HSE INTERN – Port Harcourt Electricity Distribution (N.Y.S.C) | November 2023 – October 2024

- Assisted in conducting routine safety inspections and audits to ensure compliance with HSE policies
- Supported incident reporting, risk assessment and toolbox talks

- Promoted safety awareness among team members through daily safety briefings
- Maintained HSE records and documentation in accordance with company procedures.

HSE INTERN – Warri Refining Petro-Chemical Company, (WRPC) (Industrial Training) | April 2020 – September 2020

- To assist in creating risk assessment of operations for the company
- To assist in enforcing HSE policies and safe working procedure for the company
- Assist in Ensuring preparation and implementation of HSE plan.
- To assist in Ensuring company compliance with safety standards
- To assist in providing workplace safety training and awareness.

CERTIFICATIONS & TRAINING

- Health, Safety and Environment (Awareness) Course Level 2 Certificate issued by: Institute of Safety Professionals of Nigeria (ISPON)2024.
- Health, Safety and Environment (Supervisor) Course Level 3 Certificate issued by: Institute of Safety Professionals of Nigeria (ISPON)2024.
- Oil and Gas Operational Safety Certificate issued by: World Safety Organization (WSO)2024.
- Health, safety and Environment course level 1,2&3 Certificate issued by: World Safety Organization (WSO)2024.
- Diploma in Project Management Certificate issued by: Chartered Institute of Project Management (CIPM)2024.
- International General Certificate in Occupational Health and Safety Certificate issued by: National Examination Board in Occupational Safety and Health (NEBOSH)2025.