

LUCKY ONOME OMOTUWA

Abuja, Nigeria | +234 913 475 7449 | nomeluky@gmail.com | Open to Relocation

PROFESSIONAL PROFILE

Reliable and adaptable professional with practical experience in sachet water production, packaging machine operation, production and operations coordination, warehouse support, private driving and personal assistance. Experienced in monitoring production activities, coordinating day-to-day tasks, maintaining records, handling materials and finished products, supporting operational targets, and following health, safety and hygiene procedures. Currently pursuing a B.Sc. in Business Administration at the University of the People. Holds HSE Levels 1–3, General Oil & Gas Operations, Leadership and Visual Assistant training, together with a valid driver's licence.

CORE SKILLS

Production Operations | Sachet Water Production | Packaging Machine Operation | Production Coordination | Warehouse & Inventory Support | Stock Records | Quality Checks | Documentation & Record Keeping | Administrative Support | Private & Executive Driving | Personal Assistance | Customer Service | HSE & Workplace Safety | Basic Maintenance & Troubleshooting | Microsoft Office & Computer Skills | Team Coordination | Time Management | Communication & Confidentiality

PROFESSIONAL EXPERIENCE

PRIVATE DRIVER / PERSONAL AIDE

Private Employer | Abuja, Nigeria | 2025 – 2026

- Provided safe, reliable and punctual transportation for the principal and supported daily movements and appointments.
- Planned routes and coordinated schedules, errands and day-to-day activities to support efficient time management.
- Handled personal and business errands professionally while maintaining discretion and confidentiality.
- Performed routine vehicle checks and maintained vehicle cleanliness and readiness for daily use.
- Supported the principal with practical administrative and personal-assistance tasks as required.
- Communicated professionally with clients, service providers and members of the public.

PRODUCTION / OPERATIONS ROLE

Sabchifine Nigeria Ltd | Abuja, Nigeria | 2023 – 2025

- Supported and coordinated day-to-day production and packaging activities in a sachet water manufacturing environment.
- Monitored production workflow, output and operational activities to help maintain smooth and timely production.
- Coordinated workers and production tasks where required and helped ensure duties were completed according to established procedures.
- Monitored raw materials, packaging materials and finished products and supported accurate stock and inventory records.
- Performed product and process checks, identified irregularities and reported operational or equipment issues promptly.
- Supported warehouse activities including receiving, storage, picking, packing, loading and dispatch of finished products.
- Helped maintain hygiene, housekeeping and HSE standards across production and storage areas.
- Assisted with basic equipment, maintenance and operational troubleshooting to reduce avoidable downtime.

PRODUCTION & PACKAGING MACHINE OPERATOR

Mabinas Table Water | Nigeria | 2020 – 2022

- Operated and monitored sachet water packaging machinery as part of a high-volume production line.
- Monitored production flow and packaging quality and reported defects or machine issues to supervisors.
- Performed routine production checks and followed established hygiene, quality and safety procedures.
- Assisted with handling and tracking production materials and maintaining an organised work area.
- Supported basic machine cleaning, maintenance and troubleshooting to keep production running efficiently.
- Worked with production teams to meet daily output targets while maintaining safe working practices.

EDUCATION

Bachelor of Science (B.Sc.) – Business Administration | University of the People | In Progress

Secondary School Certificate (WAEC/SSCE) | Success Private Secondary School, Nigeria | 2005 – 2011

Primary School Certificate | Success Private School, Nigeria | 1999 – 2005

CERTIFICATIONS & TRAINING

- HSE Levels 1, 2 & 3 – Health, Safety and Environment
- General Oil & Gas Operations Certificate
- Leadership Certificate – Supervisory and Team Leadership
- Certified Visual Assistant
- Valid Driver's Licence

ADDITIONAL INFORMATION

Languages: English, Pidgin English, Hausa

Computer: Microsoft Office, email, documentation, data entry and general computer operations

Availability: Available for employment; open to relocation and international opportunities

REFERENCES

Available on request.