

OKEREKE PEACE UDODINMA

Operations | Administration | Customer Service | Cashiering | Logistics

Phone 07036940094

Email: ndukapeace80@gmail.com

Location: Ojodu/Berger Lagos, Nigeria

PROFESSIONAL SUMMARY

Results-driven and versatile professional with over 10 years of experience spanning operations supervision, administration, customer service, cashiering, logistics, marketing and office support. Experienced in coordinating daily operations, maintaining accurate records, handling cash and transactions, supervising staff, managing inventory and ensuring excellent customer service. A reliable, organised and detail-oriented professional with strong communication and problem-solving skills.

CORE COMPETENCIES

- Operations & Outlet Supervision
- Administration & Office Management
- Cashiering & Financial Records
- Customer Service
- Inventory & Stock Control
- Logistics Coordination
- Staff Supervision
- Sales & Marketing
- Record Keeping & Documentation
- Microsoft Office & Administrative Tools

PROFESSIONAL EXPERIENCE

TANTALIZERS PLC, LAGOS

Operations Supervisor – Iyana Ipaja Outlet

April 2026 – September 2026

- Supervised daily outlet operations to ensure smooth and efficient service delivery.

- Coordinated staff activities, shifts and adherence to operational procedures.
- Monitored food production, presentation and compliance with brand standards.
- Conducted food tasting and provided concise quality-control remarks on prepared dishes.
- Monitored stock, stores requisitions, material handling and proper storage practices.
- Ensured compliance with food safety, hygiene and regulatory requirements.
- Prepared operational reports and followed up on issues requiring management attention.
- Worked with Finance, Audit, HR, Operations and Brand Standard teams to maintain operational controls.

GRAFIL MEDICAL LIMITED, IKEJA, LAGOS

Cashier / Administrative Assistant
February 2025 – March 2026

- Managed cash transactions, receipts and daily financial records.
- Supported administrative and operational activities across the organisation.
- Maintained records, staff documentation and office correspondence.
- Assisted with procurement, inventory and logistics coordination.
- Prepared reports, schedules and other administrative documents.
- Supported management in improving administrative and operational processes.

PEACE MASS TRANSIT LOGISTICS, LAGOS

Logistics Clerk / Cashier / Supervisor
December 2019 – August 2022

- Handled customer transactions, cash collection and daily records.
- Coordinated logistics activities and documentation.
- Assisted customers with bookings, enquiries and service-related issues.
- Supervised operational activities and ensured proper documentation.
- Maintained accurate records of transactions and logistics movements.

MEDIATRIX LABORATORY, OJO, LAGOS

Receptionist
October 2022 – August 2024

- Received and attended to patients and visitors professionally.
- Managed front-desk enquiries, appointments and communications.
- Maintained patient and administrative records.
- Supported smooth day-to-day administrative operations.

EXPERIENCE ACADEMY, ABA

Nigerian Language Teacher
September 2016 – July 2019

- Prepared and delivered lessons effectively.
- Maintained classroom records and student documentation.
- Assessed students and provided appropriate feedback.
- Supported students' academic and personal development.

ENUGU ELECTRICITY DISTRIBUTION COMPANY (EEDC), ABA

Office Assistant / Marketer / Marketing Supervisor
March 2012 – April 2016

- Provided administrative and office support.
- Assisted customers with enquiries and service-related issues.
- Participated in marketing and customer acquisition activities.
- Supervised marketing activities and monitored team performance.
- Maintained customer and operational records.

EDUCATION & QUALIFICATIONS

Institution / Year- ND - Secretarial Studies

Abia State Polytechnic Aba - 2003

Certification In Graphics Design

Farganum Concepts, Ojodu Berger - 2024

TECHNICAL & PROFESSIONAL SKILLS

Microsoft Word | Microsoft Excel | Email & Internet | Record Management | Cash Handling |
Inventory Documentation | Customer Service | Administrative Reporting

PERSONAL ATTRIBUTES

Reliable • Organised • Honest • Detail-Oriented • Professional • Adaptable • Team Player •
Strong Communication Skills

REFEREES

Available upon request.