

IDOKO PEACE OCHANYA

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Administrative Support | HSE Officer | Customer Support Specialist | Geology Graduate

PROFESSIONAL SUMMARY

Results-driven and detail-oriented professional with a Bachelor's degree in Geology and experience across health and safety, sales, and administrative support. Proven ability to manage data, ensure compliance, support operations, and deliver excellent customer service in fast-paced environments. Experienced in both field and office roles with strong communication, problem-solving, and organizational skills.

CORE SKILLS

- Health, Safety & Environment (HSE) Compliance
- Risk Assessment & Safety Monitoring
- Administrative Support & Office Management
- Customer Service & Sales Support
- Data Entry & Record Management
- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Drive)
- Zoom, Microsoft Teams
- Report Writing & Documentation
- Time Management & Multitasking
- Basic GIS (ArcGIS)

PROFESSIONAL EXPERIENCE

Senior Sales Associate – Abuja (2025)

- Built and maintained strong customer relationships, increasing repeat patronage
- Responded to customer inquiries and resolved issues promptly and professionally
- Maintained accurate sales records and prepared daily and weekly performance reports
- Collaborated with team members to meet and exceed sales targets
- Demonstrated strong communication, persuasion, and problem-solving skills

HSE Officer (NYSC) – MC&T; Construction Company, Lagos State (Jan 2024 – Oct 2024)

- Monitored site operations to ensure compliance with health and safety standards
- Conducted safety inspections and implemented corrective actions
- Enforced proper use of PPE and safe work practices
- Facilitated toolbox talks and safety awareness sessions
- Documented incidents, near-misses, and safety reports accurately

Mining Intern (Geology) – Dangote Cement Company, Benue State (Jun 2022 – Nov 2022)

- Assisted in drilling, blasting, and excavation operations
- Collected and analyzed geological samples
- Supported safety inspections and compliance monitoring
- Maintained accurate field and operational records

Administrative Assistant / Cashier – Ajado Enterprise, Benue State (2019 – 2020)

- Managed financial transactions and maintained accurate records
- Handled customer inquiries and provided support
- Organized files, invoices, and administrative documentation
- Assisted with inventory tracking and reporting

EDUCATION

B.Sc. Geology – Anchor University, Lagos State (2023)

Project: Assessment of Heavy Metal Contamination in Abesan River

CERTIFICATIONS

- Health, Safety & Environment (HSE) Training
- First Aid Certification