DAVID EDET OKON

CONTACT

Location: Abuja, Nigeria
09136881907
07032855339
Email: edet2840@gmail.com
linkedin.com/in/davidedet

LANGUAGES

English: Fluent (Professional Working Proficiency)

Efik, Ibibio, and Hausa: Native / Bilingual Proficiency

HOBBIES & INTERESTS

Reading & Quantitative Research
Occupational Safety & Process Optimization
Community Service & Volunteerism

REFERENCES

Available upon request

PROFESSIONAL SUMMARY

Versatile and results-driven Professional holding a B.Sc. in Economics, with a proven track record in administrative management and operational support. Adept at optimizing daily workflows, managing meticulous organizational documentation, and ensuring safety compliance across both academic and industrial environments. A bilingual communicator skilled at problem-solving, managing client relations, and fostering collaboration within high-pressure team settings.

CORE COMPETENCIES & SKILLS

- Administrative Operations: Daily Workflow Optimization, Record Keeping, Database Management
- Operations Support: Logistics, Equipment Handling, Shift Coordination, Log Keeping
- Safety & Compliance: Hazard Awareness, Regulatory Compliance, Risk Mitigation
- Tools & Technology: MS Office Suite (Word, Excel, PowerPoint), Data Entry Systems
- Soft Skills: Customer & Parent Relations, Team Leadership, Adaptability, Conflict Resolution

PROFESSIONAL EXPERIENCE

Primus International School **2023 – 2025**

Administrative Manager

- Directed daily school operations and administrative workflows during the proprietor's absence to ensure structural and operational continuity.
- Maintained highly confidential student and staff databases, streamlining record-keeping systems and improving data accessibility.
- Managed parent communications and resolved grievances, strengthening community relations and stakeholder trust.
- Audited and optimized internal administrative processes to eliminate operational bottlenecks and reduce paperwork.
- Developed and executed student recruitment initiatives, directly contributing to a measurable increase in student enrolment and revenue growth.

Rig Personnel / Operations Support **2025 – 2026**

- Supported daily rig operations while adhering strictly to occupational safety compliance procedures and regulatory standards.
- Assisted with heavy machinery and equipment handling, ensuring optimal utilization and minimizing operational downtime.
- Maintained precise operational logs and technical documentation to track daily progress and team outputs accurately.
- Coordinated shift handovers and personnel schedules to maintain uninterrupted operational continuity on-site.
- Collaborated actively within high-pressure, fast-paced onshore and offshore team environments to solve real-time mechanical and logistical challenges.

EDUCATIONAL HISTORY

B.Sc. in Economics
National Open University of Nigeria 2021

Senior Secondary Certificate Examination (SSCE)
Army Day Secondary School, Abuja 2013