# John Omeji Patrick

Operations & Administrative Professional | Heavy Equipment & Logistics

Ibeju-Lekki, Lagos, Nigeria +234 803 619 7954 Nigerian | Open to relocation

| 20 yrs | 5 | 3 | Dangote |
|---|---|---|---|
| Professional experience | Roles across diverse sectors | Languages spoken | Refinery project site experience |

## PROFESSIONAL SUMMARY

Dependable and adaptable professional with nearly two decades of experience spanning office administration, production management, heavy equipment (crane) operation and professional driving. Trained in public administration and computer utilization, with a proven record of working on large industrial sites, supervising teams, keeping accurate records and meeting schedules safely and on time. Communicates fluently in English, Hausa and Idoma, and brings a strong sense of discipline, responsibility and integrity to every role.

## CORE COMPETENCIES

- Office administration & record keeping
- Production planning & supervision
- Crane operation & lifting safety
- Professional driving & route planning
- Health, safety & compliance awareness
- Team supervision & coordination
- Desktop publishing & computer skills
- Documentation & reporting
- Time management & reliability

## PROFESSIONAL EXPERIENCE

### Driver — 2024 – 2025

*Dillon Nigeria Limited | Lagos*

- Transported staff, materials and equipment safely and punctually across Lagos and surrounding areas.
- Carried out routine vehicle checks and reported faults early to keep the vehicle road-ready.
- Maintained trip logs and delivery records; planned efficient routes around traffic conditions.

### Administrative Staff — 2021

*Emerald Constructs | Lagos*

- Handled documentation, filing, correspondence and day-to-day office support for the project team.
- Maintained organised records and assisted management with scheduling and follow-ups.

### Crane Operator — 2019 – 2020

*XCMG - Dangote Refinery Project | Lagos*

- Operated cranes for lifting and positioning loads on one of Africa's largest industrial construction sites.
- Followed load charts, signalling procedures and site safety rules; performed pre-use equipment inspections.
- Coordinated closely with riggers, supervisors and site engineers to keep lifting operations safe and on schedule.

### Production Manager — 2015 – 2018

*L.P.S. Water Factory | Kaduna*

- Supervised production staff and daily operations to meet output and quality targets.
- Monitored stock, scheduling and production records; ensured hygiene and process standards were followed.
- Reported on performance to ownership and resolved operational issues on the production floor.

### Secretary — 2005 – 2014

*Potter's Predestination Church | Kaduna*

- Managed correspondence, records, meeting minutes and administrative communication for nine years.
- Coordinated schedules, events and programmes; served as a trusted point of contact for members and leadership.

**John Omeji Patrick** +234 803 619 7954

## EDUCATION & CERTIFICATIONS

**Diploma in Computer Utilization and Desktop Publishing** 2001
*Debis Computer Professional Institute | Kaduna*

**West African Senior School Certificate (WAEC)** 2001 – 2003
*Onic International Secondary School | Kaduna*

**Certificate in Public Administration** 1999
*The Federal Polytechnic Kaura-Namoda*

## LANGUAGES

**English** – Fluent (professional) **Hausa** – Fluent **Idoma** – Native

## INTERESTS

Cooking and gardening.

## REFERENCES

**Mr. Ishola Gbenga Samuel**
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**Mr. Emmanuel Omeji**
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