OKEREKE PEACE UDODINMA

OPERATIONS SUPERVISOR | ADMINISTRATIVE PROFESSIONAL | CASHIER

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PROFESSIONAL PROFILE

Dedicated administrative and operations professional with experience in office administration, cashiering, customer service, records management, inventory control and business operations. Strong in coordinating daily activities, maintaining accurate records, supporting management, monitoring operational standards and delivering efficient customer service.

CORE COMPETENCIES

Operations & Office Administration	**Customer Service & Front Desk Operations**	**Cash Handling & Reconciliation**	**Inventory & Stock Control**	**Records & Document Management**
Staff Coordination & Supervision	**Procurement & Stores Documentation**	**Reporting & Administrative Support**	**Sales & Marketing Support**	**Microsoft Office & Administrative Systems**

PROFESSIONAL EXPERIENCE

Tantalizers Plc | *Lagos*
Operations Supervisor | April 2026 – September 2026
- Supervised daily outlet operations, ensuring service efficiency, staff compliance and adherence to operational procedures.
- Monitored food production/service standards, hygiene, safe material handling and customer experience.
- Coordinated staff activities and supported shift operations to maintain smooth workflow.
- Reviewed operational records and supported stock, stores and expense-control processes.
- Prepared operational observations and reports for management and followed up on corrective actions.

Grafil Medical Limited | *Ikeja, Lagos*
Cashier / Administrative Assistant | October 2024 – March 2026
- Managed cashiering, receipts, records, customer service and routine administrative activities.
- Supported inventory, procurement, logistics documentation and day-to-day office operations.
- Prepared administrative reports, payment requests and operational documentation for management.
- Coordinated facility-related follow-ups and maintained organized staff and company records.

Mediatrix Laboratory | *Ojo, Lagos*
Receptionist | September 2022 – August 2024
- Received and attended to clients, managed front-desk activities and directed enquiries appropriately.
- Maintained records, supported administrative documentation and assisted with daily office coordination.

Peace Mass Transit Logistics | *Lagos*
Logistics Clerk / Cashier / Supervisor | December 2019 – August 2022
- Handled cashiering, transaction records and reconciliation while supporting daily logistics operations.
- Maintained dispatch, delivery and customer records and coordinated routine logistics activities.
- Supervised assigned staff and ensured timely completion of operational tasks.

Experience Academy | *Aba, Abia State*
Nigerian Language Teacher | September 2016 – July 2019
- Planned and delivered lessons, maintained classroom records and supported students 'learning activities.
- Worked with colleagues and management to support effective school administration and student development.

Enugu Electricity Distribution Company (EEDC) | *Aba, Abia State*
Office Assistant / Marketer / Marketing Supervisor | March 2012 – April 2016
- Provided office and customer-service support while assisting with marketing and field activities.
- Supervised marketing activities and supported customer engagement, records and routine reporting.

SELECTED PROFESSIONAL STRENGTHS

- Organised and detail-oriented with strong record-keeping and administrative discipline.
- Experienced in handling cash, documentation, customer relations and operational follow-up.
- Able to coordinate people and processes while maintaining service and compliance standards.
- Comfortable working independently and collaboratively in fast-paced environments.

CAREER OBJECTIVE

To contribute strong administrative, customer service and operations skills to a reputable organisation while supporting efficient processes, accurate records, excellent service delivery and sustainable business growth.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Details to be added from your existing certificates/educational records.

REFERENCES

Available on request.