

ADEMOLA ADEOSUN

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PROFILE SUMMARY

A career-driven and result-oriented enthusiast. Skilled with excellent innovative, creative and interpersonal skills coupled with experiences in logistics and warehouse management with competencies in delivering outstanding and effective strategic operations policies and planning, warehouse and logistics management. As well as properly executed projects and productions in any self-challenging work environment by exhibiting good attributes of transparency, accountability and responsibility aimed at deploying my competencies, technical skills and personal values in effecting changes in my immediate work and social environment.

CORE SKILLS

- Excellent Communications Skills
- Interpersonal Relations
- Scheduling and Coordination
- Proficiency in Microsoft Office Tools
- Time, Personnel and Resources Management
- Creative and Analytical
- Administration and Management
- Problem Solving
- Decision Making
- Programme Management
- Warehouse Management
- Logistics Management
- Operations Management
- Project Management
- Reports Preparation and Presentation
- Leadership Skills

SKILLS AND COMPETENCIES

- Project Management experience; managing projects for individuals and organizations
- Expert in Warehouse Management techniques and methods; managing customers, suppliers and distributors
- Managing stock control and inventory checks; managed inventory for major players
- Efficiency; Ability to perform tasks within time frame with judicious use of resources for optimum results
- Ability to analyze current market trends and initiate new strategies for employers and customers
- Multitasking: Juggling multiple tasks and responsibilities while remaining composed and meeting deadlines.

WORK EXPERIENCE

OPERATIONS AND LOGISTICS MANAGER | JOSIEN HOLDINGS LIMITED | March 2019 – January 2021

- Planning and managing logistics, warehouse, operations, transportation and customer service.
- Liaising and negotiating with suppliers, manufacturers, retailers and consumers
- Organizing and managing inventory; recording and dealing with deficiencies and contaminations
- Meet cost, productivity accuracy and timeliness as regards targets.
- Designing and organizing strategies for seamless suppliers and distributors experience

PROJECT AND PRODUCTION MANAGER | KESSAVIER VANILLE PRODUCTIONS | September 2019 – January 2020

- Setting up pre-production and organizing materials, tools, personnel and resources needed for project
- Proper scheduling of project and utilizing management skills to set time period for project
- Monitoring project progress and adapting to changes promptly
- Foreshadowing probable risks and challenges and dealing with them swiftly
- Prepared and disseminated proper contracts
- Ensured the smooth running of the project
- Preparing progress reports as projects advance; submitting final report to show how resources were utilized
- Managing relationships between employers and employees; middle man function
- Ensured project meets deadline.

OPERATIONS MANAGER AND INVENTORY OFFICER | ILLUMINUS | January 2014– December 2014

- Organizing storage and distribution of equipment
- Develop, implement and review operational policy and procedures
- Directing, optimizing and coordinating full order cycle
- Analyzing and optimizing inventory procedures
- Reviewing, preparing and routing rental and services orders
- Oversee budgeting, planning and auditing
- Planning, organizing, coordinating and controlling resources

INVENTORY OFFICER | WURAOLA AKANDE NIGERIAN VENTURES**| July 2012– December 2012**

- Managing office supplies and stock as well as place orders for depleting stock
- Ensure goods are in good condition and complete upon receipt
- Develop system utilizing online electronic and offline manual methods for monitoring stock
- Ensure warehouse and storing area are in optimum condition
- Develop and implement best practice for stacking
- Ensure goods are in premium and pristine conditions

VOLUNTEER WORK

- **Publicist and Social Media Manager | FILMRATSNG**
- **Programmes Officer | Here 2 Help NG**
- **Volunteer | #ForACleanerNation**

EDUCATION

- **B.A. Theatre Arts | University of Ibadan** **| September 2012- December 2016**
- **WASSCE | Nigerian Navy Secondary School** **| September 2006-July 2012**