| **CAREER SUMMARY** | | |
| --- | --- | --- |
| I am an experienced Procurement Manager with over 13 years of expertise in procurement, supply chain, and business management. I have consistently exceeded expectations and achieved business success by skillfully managing operations, costs, vendors, and customer relationships. I am proud to say that I foster a culture of trust and high performance throughout the procurement process. | | |
| **PROFESSIONAL EXPERIENCE** | | |
| **Business Manager/Accountant** | | **04/2013 - Present** |
| ***Cargo Logic International Ltd.*** | | Lagos, Nigeria |
| * I am responsible for managing the financial health of Cargo Logic International Ltd., overseeing budgeting, financial reporting, and forecasting. * I maintain accurate financial records, prepare financial statements, and ensure compliance with all accounting standards and regulations * I collaborate with the executive team to develop and execute business strategies to achieve company goals and expand market presence. | | |
| ***History Teacher (NYSC)*** | | **02/2011 - 03/2012** |
| ***Ikenne Remo Community High School*** | | Ogun, Nigeria |
| * I designed and delivered engaging history lessons that catered to diverse learning styles, resulting in a 15% increase in student comprehension and a consistent 80% pass rate on standardized WAEC examinations. * I developed a modern history curriculum, integrating multimedia resources and interactive activities, which led to a 45% improvement in student participation and interest. | | |
| **Manager (Acting)** | | **09/2006 - 07/2008** |
| ***MR.BIGGS (A Subsidiary of UACN)*** | | Lagos, Nigeria |
| * I streamlined inventory management processes, resulting in a 20% reduction in food wastage and significant cost savings of 16% annually. * Implemented a customer feedback system that led to a 25% increase in customer satisfaction scores within six months. * Supervised and coached a team of 26 employees, resulting in a 30% improvement in staff productivity and a 20% decrease in employee turnover. | | |
| **Supervisor** | | **02/2003 - 08/2006** |
| * I demonstrated exceptional leadership skills by supervising a team of 18 in a fast-paced restaurant environment, ensuring smooth daily operations and adherence to company standards. | | |
|  | | |
| **Attendant** | | **03/2001 - 11/2002** |
| ***Valutech Supplies and Merchant Ltd*** | | Lagos, Nigeria |
| * I provided exceptional customer service by assisting customers in locating products, answering inquiries, and ensuring a positive shopping experience. * I collaborated with the inventory team to conduct regular stock audits, reducing discrepancies and enhancing inventory accuracy. | | |
| EDUCATION & ACCREDITATIONS | | |
|  | | |
| **The Polytechnic, Ibadan, Oyo state** | | 2008 - 2010 |
| * Banking and Finance - Higher National Diploma (HND) | | |
| **The Polytechnic, Ibadan, Oyo state** | | 2001 - 2003 |
| * Banking and Finance - Ordinary National Diploma (OND) | | |
| **Mushin Boys High School** | | 1992 - 2000 |
| * Secondary School and SSCE | | |
| VOLUNTEERING EXPERIENCE | | |
| **Sanitation and Welfare Management** | | 2021 - Present |
| ***The Redeemed Christian Church of God*** | | Lagos, Nigeria |
| * I lead and organize community outreach programs to improve welfare, including food drives, clothing donations, and medical camps, benefiting over 500 individuals and families in need. I also coordinated regular sanitation efforts to maintain a clean and safe church environment for congregants. | | |
| SKILLS | | |
| * Microsoft Office 360 - Microsoft Excel, Microsoft Word, Microsoft Powerpoint * Market Research * Risk Assessment * Vendor Management * Contract Negotiation * Inventory Management | | |
| REFERENCE | | |
| Available On Request | | |