

RAJI TOHEEB BABTUNDE

3, Anuoluwapo Avenue Akiti Egbeda Ibadan, Oyo State

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CAREER OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills to maintain a degree of professionalism and contribute immensely to the organization growth and development aimed at job satisfaction and self-improvement.

CORE COMPETENCE

Ability to apply requisition skill and knowledge to challenging situation and bring out satisfactory and commendable result with openness of mind simple but excellent communication skills and very adaptive to new situation.

PERSONAL INFORMATION

Gender: Male

Nationality: Nigerian

EDUCATION

- | | |
|-------------|---|
| 2017 – 2019 | Kwara State Polytechnic, Ilorin Nigeria |
| | <ul style="list-style-type: none">• HND. Purchasing and Supply Management |
| 2013 – 2015 | Kwara State Polytechnic, Ilorin Nigeria |
| | <ul style="list-style-type: none">• ND. Purchasing and Supply Management |
| 2006 – 2012 | Nigeria Model Secondary School Idi-Oro Mushin Lagos |
| | <ul style="list-style-type: none">• West African Examination Certificate |
| 1995- 2005 | Bolade Nursery and Primary School Owode Academy Ibadan Oyo State |
| | <ul style="list-style-type: none">• Primary School Leaving Certificate |

WORKING EXPERIENCE

- | | |
|----------------|---|
| 2020 till date | Organization Name: Ghatview Supermarket Ebutte Meta Lagos |
| | Job Title: Stock and Inventory Control |
| | <ul style="list-style-type: none">• Developing and implementing inventory control system and practices.• Performing regular stock check and reporting any issues to the supervisor.• Forecasting supply demand requirement to ensure stock availability.• Monitoring inventory levels and replenishing stock as needed• Coordinating the logistic of purchase orders, stock transfer, deliveries, tagging and processing.• Maintaining and updating records of purchase orders pricing reports, and inventory records. |

2019 -2020

National Youth Service Corps-Our Lady`s Comprehensive Secondary School Abia State

Class instructor

- Taught student two subject (Business studies and Computer)
- Also assisted in coaching school team (Football)

2015 -2017

Organization Name: Ghatview Supermarket Ebutte Meta Lagos

Job Title: Store officer

- To receive the material supplied by vendor as per the purchase order placed by the purchasing department
- To check the materials thoroughly for quality, quantity, specification condition.
- To categories the materials category wise and stock in appropriate Location
- Periodical stock verification and ensure correctness of stock at all times.
- To issue material to department as per the schedule.
- Generate reports and submit to concerted authorities.

CERTIFICATION

2011

Diploma in Desktop Publishing

- Adex Computer Ventures

PERSONAL SKILL

- **Computing and Software:** Microsoft Office (Excel, Word, PowerPoint, Access), Digital Marketing, QuickBooks, Point of sales,
- **Languages:** English, Yoruba
- **Interpersonal skills:** I am a self-motivated, goal oriented and visionary individual with considerable financial acumen. I can couple my effective communication skills with functional knowledge while contributing both my physical and mental efforts, ensuring goal congruity and team collaboration.

REFEREES: Available on Request

