

# ROBINSON JUDE OSAZE

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f Robinson Jude Osaze

## 🔪 Skills

Communication skills  
Good organization and managerial skill  
Interpersonal skills  
Proficient in Ms office tools

## ♥ Interests

Reading  
Listening to music  
Surfing the internet

## 🗣 Language

English  
Yoruba

## 🎯 Objective

CAREER OBJECTIVE To work in an organization where I can use my knowledge and competently apply my skills in a challenging and dynamic environment that foster and rewards positive attitude, proactive work style, team playing and shared goals.

## 📁 Experience

### Neptune Marine Logistics LTD

April 2018 -

Storekeeper/Accounting

Till date

Maintain receipts, records, and withdrawals of the stockroom  
Receive, unload, and shelf supplies  
Perform other stock-related duties, including returning, packing, pricing, and labeling supplies  
Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping  
Rotate stock and coordinate the disposal of surpluses  
Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control  
Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

### National Youth Service Corps (NYSC)

July 2017 -

Corps Liaison Officer

April 2018

Installed, tested and serviced alarm systems, ensuring that they functioned correctly.  
Delivered an exceptional level of service to each corps member by listening to concerns and answering questions.  
Protected NYSC reputation and built loyal client base by working relentlessly to resolve problems and improve corps member satisfaction.  
Helped students break down pre-conceived notions and move beyond limited understanding of business study  
Wrote agendas and notes and sent out automatic notifications for upcoming meetings.

### **Zippy Logistics Ltd**

Logistics Officer

July 2014 -

November

2016

coordinated details for all missions, including delegating unit member assignments.

Prepared operation plans and orders to support security of resources and installations.

Effective decision-maker in high-pressure environments.

Supported the Lagos delivery network consisting of over 80 distribution centres and 5 stores.

Saved time by spearheading special projects through effective emergency resolution.

Established mail delivery routes and managed distribution process.

Utilized ordering, tracking and billing systems and associated processes.

### **Sunlight Resources Ltd**

October 2013

Warehouse Supervisor (Industrial Training)

- May 2014

Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.

Scanned container labels to verify contents and determine target destination using RF scanners.

Created spreadsheets, invoices and estimates with company SAP software to keep paperwork current and complete.

Protected team members from injury by properly maintaining and storing equipment, tools and supplies.

Accurately recorded inventory levels to support completion of order requests and audits.

Consulted item numbers and storage locations to stock warehouse in an efficient manner.

## **Education**

### **Auchi polytechnic, auchi-Edo state**

2013

National Diploma in Business administration and management

2.74

### **Auchi polytechnic, auchi-Edo state**

2016

Higher National Diploma in Business administration and management

2.64