

# KAREEM IDRIS ADEWALE

Iyana Ipaja, Lagos State

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## Professional Summary

Detail-oriented and result-driven graduate of Political Science with proven experience in logistics management, administration, and customer service. Skilled in planning, coordinating operations, and managing relationships to achieve organizational goals. Adept at problem-solving, teamwork, and delivering efficient solutions under pressure. Seeking to contribute to a forward-thinking organization through excellent communication, organizational, and leadership skills.

## Core Skills

Strategic Thinking & Problem Solving  
Logistics & Inventory Management  
Communication & Active Listening  
Microsoft Office (Excel, Word, PowerPoint)  
Creative Writing & Documentation

Administrative & Content Operations  
Teamwork & Leadership  
Relationship Management  
Attention to Detail & Time Management

## Work Experience

### Assistant Logistics Manager

Timmie Kettle

2024 – 2025

Assisted in planning, coordinating, and monitoring logistics operations including transportation, warehousing, and inventory management.  
Managed inventory levels, tracked stock movements, and optimized storage capacity.  
Coordinated transportation arrangements (routing, scheduling, carrier selection).  
Supported warehouse operations including receiving, storing, and shipping goods.  
Assisted in managing logistics budgets, monitoring expenses, and identifying cost-saving opportunities.

### Loan Recovery Officer

Kashingo

2024

Contacted and followed up with clients concerning debt repayment.  
Monitored and documented all client financial transactions.

### Teacher

Astute Mind College

2023 – 2024

Delivered knowledge to students through structured lessons and academic guidance.  
Mentored and supported students in personal and academic development.

**Branding Officer                      Topmost Polythene Ventures                      2022**

Ensured proper maintenance of goods and brand representation.  
Scheduled and coordinated staff for operational efficiency.

**Assistant Manager                      Basholad Steel Nigeria Limited                      2020**

Collaborated with managers to formulate objectives and align operations.  
Organized workflows to meet specifications and deadlines.  
Supervised production processes, resolving operational issues promptly.  
Monitored performance and evaluated staff for continuous improvement.

### **Education**

B.Sc. Political Science (Second Class Lower)  
Federal University Oye-Ekiti, Ekiti State | 2017 – 2023

### **Certifications**

Customer Service and Relationship Management (CSRM) – 2024  
National Youth Service Corps (NYSC) – 2024