

KALEJAYE SUNDAY O.

Oloja Family Compound Lekuru Town, Ibeju-Lekki, Lago

+2348024169074 @ Kalemoney2@gmail.com

◦ Skills ◦

- Negotiation Skills
- Analytical Thinking
- Inventory Management
- Supplier Relationship Management
- Communication and Interpersonal Skills

◦ Interests ◦

- Technology
- Travelling
- Football

◦ Certifications ◦

- Health, Safety, and Environment (HSE) I
HSE Training Institute of Nigeria
2023
- Health, Safety, and Environment (HSE) ii
HSE Training Institute of Nigeria
2024
- Logistics & supply chain management programme
Institute of purchasing and supply chain, Nigeria
2022

◦ Languages ◦

- English
- Yoruba

Summary

Detail-oriented and results-driven Purchasing and Supply Specialist with 3 years of experience in procurement operations, supplier management, and inventory control. Proven ability to negotiate favorable contracts, optimize supply chain processes, and maintain strong relationships with vendors. Adept at analyzing market trends and implementing cost-saving strategies to improve organizational efficiency. Skilled in coordinating cross-functional teams to meet procurement objectives, ensuring timely delivery, and upholding quality standards. Committed to continuous improvement and delivering value through strategic sourcing and effective resource management.

Experience

- Onshore Construction LLC**
Logistic coordinator
Epe, Lagos State
2020-2021
Duties: manage, supervise, or perform a variety of tasks in ordering, receiving, storing, and accounting for, distributing, shipping, and issuing equipment, apparatus, materials, and supplies; and perform other related duties as required
- Quality king Agro Allied Nigeria Limited**
Store keeper
Epe, Lagos state
2016 -2017
Duties: manage, supervise, or perform a variety of tasks in ordering, receiving, storing, and accounting for, distributing, shipping, and issuing equipment, apparatus, materials, and supplies; and perform other related duties as required
- JAMAZ Civil Engineering and Real Estate**
Site Supervisor
Ikorodu, Lagos State
2024
Duties: Project Coordination, Workforce Management, Quality Control, Safety Enforcement, Resource Allocation, Progress Reporting, Problem Solving, Liaising with Stakeholders.

Education

- The polytechnic Ibadan**
Purchasing and Supply
Higher National Diploma
2019
- The polytechnic Ibadan**
Purchasing andSupply
National Diploma
2016

References

- AVAILABLE ON REQUEST