IRETIOLA MUYIWA ABIODUN

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Personal Profile

I am an educated, informed and competent Logistics Specialist who has a long track record of delivering the right products, in the right quantities, to the right location and at the right time. I am organised, process driven, and can develop efficient logistics procedures. In my career I have had extensive exposure to first tier logistics and manufacturing supply chain management. Someone who is pro-active and able to keep numerous plates spinning without losing focus on the customer’s requirements. I pride myself on being a great team player who encourages others to maximise their potential and in turn productivity for the organisation. Looking for that career where I can establish myself in and learn new skills.

Skills and Attributes

* Turning every challenge into an advantage
* Confident in my ability to make the right decisions
* Capable of resolving differences without conflict
* A willingness to gain professional or technical qualifications
* Can communicate effectively with colleagues and people in the supply chain
* Willing to take responsibility for the day to day management & administration of the Logistics department
* Constantly striving for continuous improvement.

Experience

2017 – 2018 – Automated Logistical Specialist – TNT Express, Austria

My Responsibilities were:

* Establish and maintain stock records and other documents such as inventory, material control, accounting and supply reports.
* Review and verify quantities received against bills of contracts, purchase requests and shipping documents.
* Unload, unpack, count, segregate, palletize and store incoming supplies and equipment
* Construct bins, shelving and other storage aids that help in making sure equipment’s are accounted for
* Simplify and standardize the collection and use of maintenance data.
* Raise the quality and accuracy of performance, cost and parts data through improve maintenance management that saves time and money.
* Turn in of sensitive items servers and computers worth over $90 million
* Serves as the Supply Non-commissioned Officer responsible for the request, receipt, issue, and accountability of individual, organizational, installation, and expendable supplies and equipment; assists in property accountability through the Property Book Unit Supply Enhanced (PBUSE) system, ensuring total accuracy; ensures critical assets were on hand or ordered; monitors all sensitive items and unit inventories; initiated Financial Liability Investigations of Property Loss (FLIPL); and directly responsible for $500 million worth of organizational equipment

2014 – 2017 – Customer Service Representative – Cargo Partner, Austria

My Responsibilities were:

* Provides timely and accurate information to incoming customer order status and product knowledge requests which leads to customers’ satisfaction and good company ratings
* Processes customer orders/changes/returns per established department policies and procedures by working hand in hand with the customers
* Work closely with the credit department to resolve disputed credit items for the customers and our subsidiary companies
* Provides timely feedback to the company regarding service failures or customer concerns, so has improving the company sales and services offer to customer
* Partners with the sales team to meet and exceed customer's service expectations and the company sales expectations as well.

2013 – 2014 – Loss Prevention Officer – Austrian Airline

My Responsibilities were:

* Identify, investigate and resolve all outside premises theft incidents by recovery and apprehension of customers which saves the company over $300,000
* Receive and report confidential details to Regional Loss Prevention Director and Area Loss Prevention Manager to assist internal investigations whenever there is an apprehension
* Identify and support internal cases under the direction of Area Loss Prevention Manager so must audit the sales associate
* Develop and implement controls along with loss prevention strategies to attain elimination goals and accident reduction which reduces the number of lawsuits
* Ensure physical security and safety standards are followed through receiving dock and various controlled areas, so has to keep the goods and associate safe

Training and Education

**August 2019 – Blue Apple Training – BTEC Level 1 in Work Skills**

(Awaiting Certificate) - Units included:

* Interview skills
* Building Effective Relations
* Team working
* Success in the Work Place

**June 2019 – Itonlinelearnin**

* CompTIA A+220-1001 and CompTIA A+220-1002

**May 1995 – June 1997 – University of Abuja**

* Ordinary Diploma in Banking and Finance

**April,1993 – March 1995 – Institute of Management and Technology Enugu**

* National Diploma in Computer science

Hobbies and Interests

I like playing football and reading.

**Reference:** Available upon request