

# ADEBAYO, QOMORUDEEN SODIQ

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## Profile

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To become a team player in a very competent environment that requires ability to learn fast and apply the knowledge effectively and contribute towards achieving the organization's objectives, at the same time uplifting my knowledge and ability to render highly qualitative services.

## Professional Experience

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### Hostel Manager

11/2022 – 05/2023 | Ogun

#### DARUL AQRAM MODEL COMPREHENSIVE COLLEGE

- Ensure the well-being and safety of students residing in the hostel, providing a supportive and nurturing environment conducive to their personal and academic growth.
- Oversee all aspects of hostel operations, including student admissions, room allocations, maintenance, and cleanliness of the hostel facilities.
- Enforce hostel rules and regulations, ensuring students adhere to curfew timings, study hours, and other guidelines set by the institution. Address any disciplinary issues promptly and take appropriate action when necessary.
- Provide guidance, counseling, and support to hostel residents, addressing their concerns, resolving conflicts, and promoting a positive and inclusive living environment.
- Supervise hostel staff, including wardens, caretakers, and support personnel, ensuring their effective performance, adherence to protocols, and smooth coordination within the hostel.

### Production Manager

03/2022 – 11/2022 | OGUN

#### MTH GLOBAL RESOURCES & MERCHANDISE.

- Supervised and evaluated performance of production personnel (quality inspectors, workers etc.).
- Approved maintenance work, purchasing of equipment etc.
- Developed positive relationship with workers.
- Monitored production process.
- Enforced health and safety precautions.
- Ensured output meets quality standards.
- Reported to Senior management.

### Logistics Supervisor.

03/2021 – 02/2022 | OGUN

#### MTH GLOBAL RESOURCES & MERCHANDISE.

- Oversee inventory levels, including receiving, storing, and issuing materials or products, ensuring accuracy and efficient utilization of warehouse space.
- Plan and coordinate logistics operations, including transportation, shipment scheduling, and tracking to ensure timely delivery of goods and materials.
- Lead and manage a team of logistics personnel, providing guidance, training, and performance evaluations to ensure smooth operations and high productivity.
- Monitor and optimize warehouse layout, organization, and workflow, ensuring efficient storage, retrieval, and distribution of goods.
- Ensure compliance with regulatory requirements, including proper documentation, permits, and licenses for transportation and handling of goods.

**Education**

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| <b>B.Sc. Agricultral Extension &amp; Rural Development (Second Class Upper Division)</b><br><b>FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA</b> | 2015 – 2020   OGUN  |
| <b>WEST AFRICAN SENIOR SCHOOL CERTIFICATE</b><br><b>SUCCESS HALL COLLEGE</b>   | 2008 – 2013   OGUN  |
| <b>FIRST SCHOOL LEAVING CERTIFICATE</b><br><b>MODEL PREPARATORY SCHOOLS</b>  | 2000 – 2008   LAGOS |

**Certificates**

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| <b>Diploma Course in Human Resource Management (HRM)</b><br>UDEMY (IN PROGRESS) | <b>HR Analytics using Ms Excel</b><br>UDEMY (IN PROGRESS) |
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**Skills**

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| Customer Services            | Microsoft Excel      |
| Presentation Skills          | Logical reasoning    |
| Microsoft Word               | Teamwork             |
| Creativity and Proactiveness | Interpersonal Skills |

**Languages**

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| • ENGLISH | • YORUBA |
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**References**

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AVAILABLE ON REQUEST