

PATU EMMANUEL KUJO

Plot 37, Road 5, Block F, Egan-Iliwo
Petedo, Ogun state.
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CAREER OBJECTIVE

E: mail: kujopatu@yahoo.co.uk.

To be part of productive services in any Organization with an enabling environment that provide opportunity to the growth of the organization and staff which still encourage continuous proficiency in professionalism and career advancement from starting point to managerial position.

To utilize my numerous skills in an organized company with creative values and be a good team player.

Personal Data:

Sex: Male
Nationality: Nigerian
State of Origin: Lagos
Local Govt. Area: Badagry Local Govt. Area
Marital status: Married

Institutions Attended with Dates:

- | | |
|---|-------------|
| ➤ Data point Institute of Information Technology, Lagos | 2007 |
| ➤ Federal Polytechnic Offa, Kwara State | 2010 – 2012 |
| ➤ Awodi-ora Secondary School, Ajegunle, lagos | 2000 - 2006 |
| ➤ Tender Crowns Nur. & Pry. school, Kirikiri Lagos | 1993 - 1999 |

Qualifications Obtained with Dates:

- | | |
|--|------|
| ➤ National Diploma in Computer Engineering | 2012 |
| ➤ Diploma in Computer Engineering | 2007 |
| ➤ SSCE (Senior Secondary Cert. Examination) | 2006 |
| ➤ First School Leaving Certificate (Common Entrance) | 1999 |

Working Experience with Dates:

MATERIAL AND STORE OFFICER (Raw & Packaging)

[Suntory Food & Beverage Nigeria Limited]

[Oct.2016 till Date]

- Responsible for receipt, storage, labelling issuance and delivery of raw and packaging material to meet production plan requirements and inventory levels.
- Provides support data, and recommendations to Product Stream Planning for production and inventory management.
- Delivers against all agreed milestones and escalates key supply/warehouse risks.
- Liaise with the Production Planner and Process Team Leaders to manage Raw and Packaging Material requirements and production schedule targets for various product streams.
- Controls and co-ordinates availability of Raw & Packaging materials to manufacturing operations ensuring strict adherence to "FIFO" and effective inventory control.

- Ensures immediate posting in the system of all stock transaction documents to reflect the true inventory balances and in achieving desired inventory accuracy.
- Ensure compliance to GMP and EH&S policy to reduce accident in all Warehouse operations.
- Ensure all materials are stored in the right temperature and escalate issues relating to variance in storage condition of materials.
- Delivers against all agreed individual objectives in-line with personal PDP. Monitors and delivers against all departmental KPI's and performance metrics.
Identifies and prepares a list of obsolete, slow moving, rejected and rationalized materials for management action and to minimize storage and operational costs.

➤ **Warehouse Technician**
GlaxoSmithKline Consumer Nigeria Plc. Agbara Factory
Ogun State.
[October 2015 to September 2016]

- Accountable for the proper handling, storage, and reconciliation for all finished goods on site
- Ensure timely delivery of finished goods to central warehouse and partners
- Ensure prompt loading and issuance of finished products for accomplishment of sales and distribution objectives
- Ensure that all goods are received, stacked, and covered with appropriate documentation and are dispatched to the needy department on time
- Assist in maintaining efficient, stocking, and issuing transactions that are in compliance with GMP/Warehouse practices such that quality standards are met, {FIFO principles and prevent obsolescence
- Collate accurate Inventory data for management information and decision making
- Collate accurate stock data for report on availability of finished products for efficient movement of finished goods through the distribution network.
- Plan regular inspection to ensure implementation and continuous compliance to EHS policies as it affects warehousing.
- Ensure good record keeping and provide clear reconciliation of goods received from production, stock balance and shipped to commercial.
- Arrange and ensure accurate stock physical counting – monthly, quarterly, and yearly
- Ensure effective utilization of manpower and forklift equipment by monitoring the activities of forklift operator
- Monitor and deliver against all KPI's and performance metrics.
- Deliver against all agreed milestones and escalates key supply/warehouse risks.

➤ **GlaxoSmithKline Consumer Nigeria Plc. Agbara Factory** **2013 - 2014**
Ogun State.
 (Industrial Attachment)-1 year
Dept: Information Technology Department (Helpdesk ASST).

- **Job Description:**
- Assist in installing new servers, switches and other IT Equipment.
- Making sure the server room is properly cleaned on daily basis
- Checking of the aviation light on daily basis
- Provide end user support.
- Receive calls from user and attend to IT related issues.
- Conduct daily checks and take inventory of checks.
- Build and allocate systems to newly employed staff.
- Troubleshoot and maintain systems.

- Physically check servers daily for error.
- Assist in ensuring proper filing of all documents.
- Assist users in raising IT problem ticket.
- Assist users in contacting GSK global helpdesk for IT support
- Assist users to connect remotely to GSK network
- Supervise IT projects.
- Receive supplies from vendors.
- Attend meetings.
- Work with global helpdesk team to support users locally.
- Prepare work permit for third party contractors and vendors
- Visit the guesthouse to check internet connectivity.
- Assist user with mobile devices

Academic Projects:

- Determination of the current voltage characteristics on solar Photovoltaic modules. (Federal Polytechnic Offa, Kwara State.)

Skills:

- Proficient in SAP, MFG Pro
- Good communication skill
- Good Interpersonal Relationship
- Computer troubleshooting, maintenance and repair
- Installation of software
- Computer End user applications - Microsoft Outlook, Ms-Excel, Ms-Word
- Oral and written communication skills.

Courses and Trainings Attended:

- ❖ Corporate code of conduct policy.
- ❖ Communicating successfully as an Employee.
- ❖ Competition Law for Europe and International.
- ❖ Remedy: incident management Best Practice.
- ❖ Emergency Response and planning.
- ❖ Access Administration and Planning.
- ❖ Preventing Bribery and Corruption.
- ❖ Ethical Leadership.
- ❖ Preventing corrupt Practices and maintaining standards of documentation.
- ❖ Manage Remedy Incident.
- ❖ Reporting Adverse Event.
- ❖ The Future of Information Technology Professional in Nigeria.
- ❖ Corporate Ethic Skills.
- ❖ Job Awareness skills.
- ❖ Entrepreneurship Skills.
- ❖ Netpreneurship Skills.
- ❖ Human Relationship Skills.
- ❖ Effective storekeeping, warehousing & materials handling
- ❖ Inbound and Outbound Logistics

- ❖ Fire and Emergency Response
- ❖ Good Manufacturing Practices
- ❖ Food safety (ISO: 2009 and 22000)
- ❖ Food Allergen

Interest:

- Reading, Discovering new things and idea.

Referees:

Mr. Akapo Sola
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