**Pastor Bowale Robinson House** **Phone No:** 08066009935, 09021800706

7, Funke Olaleye Street, T-Junction, **E-mail:** idrisadeyemi111@gmail.com

Agric, Epe, Lagos.

**SHITTU, IDRIS ADEYEMI**

**OBJECTIVES**

* A resourceful being with exemplary initiatives in solving problems analytically and strategically with utmost reliability, integrity and efficiency that result in organisation productivity and profitability.

**CAREER HISTORY**

**[May 2015 – December 2019] Tadop Global Services Ltd. Chevron, Lekki, Lagos**

**Logistics (Transport)/ Administrative Manager**

**Duties:**

* + - Logistics Data Collection and Entry Using Microsoft Excel.
    - Fleet Maintenance.
    - Tendering and Discussing of Weekly and Monthly Logistics Report.
    - Carrying out daily and periodic maintenance of vehicles.
    - Disbursing of driver’s wages, truck maintenance expenses, road (gate pass) expenses and fuel expenses.
    - Liaising with insurance company on accident case so as to properly indemnify our company.
    - Analyzing maintenance cost and income accrue by a vehicle (truck).
    - Keeping tab on vehicle licenses and driver licenses expiring date.
    - Analyzing of truck voyage.
    - Collecting of daily reports from drivers and mechanics engineer
    - Assigning workload and trips drivers’ are to covered weekly and monthly.
    - Inventory control and ordering placement.
    - Market survey on spare parts and other relevant logistics equipment.

**[April 2013 – February 2014] ADS Grammar School Osogbo, Osun**

**National Youth Service Corps (NYSC)**

**Duties:**

* + - Classroom Management, Maintaining Discipline, Organizing Students, Motivating Students and Marking Coursework.

**CAREER HISTORY**

**[June – December 2011] Lagos State Traffic Management Authority, Ilupeju, Lagos**

**Industrial Training (SIWES)** under Transport and Logistics Department

**Duties:**

* + - Vehicle Maintenance, Inventory Control and Market Survey.

**[2005-2007] Divine Global Business Services Limited (DGBSL) VGC, Lagos**

**Computer Instructor**

**Duties:**

* + - Word Processing, Spreadsheet, Graphic Design, Crimping of RJ-45, LAN Networking, Repair and Maintenance of Computer Systems, Computer System Cloning, Project Analysis using SPSS (Special Packages for Social Scientist), 2D AutoCAD Design.

**SKILLS AND COMPETENCIES**

**Information Technology (IT) Oriented Skills Personal Attributes**

Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, etc.) | Good Listening Skills

Advanced Excel | Good Team Player

Data Analysis (Special Package for Social Scientist (SPSS)) | Good Communication Skills

Graphic Design (CorelDraw, Adobe Photoshop, InDesign) | Ability to solve problem analytically

HTML, CSS, JavaScript, Adobe Dreamweaver , | Excellent time manager

Website Design and Digital Marketing Skills, WordPress | Reliable Performance under little

Hardware and Software Installation/Troubleshooting or no supervision

Windows Client OS:Installation, Formatting, Maintenance | Utmost reliability and integrity.

and Troubleshooting of Windows XP, Windows 7, 8 & 10

Local Area Networking and Wide Area Networking

**EDUCATION AND QUALIFICATIONS**

* **ACADEMIC QUALIFICATIONS**

[2007-2012] Ladoke Akintola University of Technology Ogbomoso, Oyo

**Bachelor of Technology (Hons.) in Transport Management**

**2nd Class Upper Division**

[1999-2005] Army Children High School Epe, Lagos

**Senior Secondary School Certificate (SSCE)**

[1994-1999] Military Primary School Yaba, Lagos

**First School Leaving Certificate**

**COURSES ATTENDED**

[2020] Udemy – ThinkTank Career Online Course

**Certificate in Advanced Excel**

[2017] International Business Management Institute Online Course

**Diploma in Project Management**

**COURSES ATTENDED**

[2010] Megatech Concept Ogbomoso

**LAN Networking and PC/Laptop Maintenance and Repair**

[2010] The Digitel Bridge Network Ogbomoso

**Certificate in HTML and CSS Session**

[2005] Unique Worldwide Training Institute Igbo Efon, Lagos

**Diploma in Desktop Publishing & Graphic Design**

**MEMBERSHIP**

Chartered Institute of Logistics and Transport, Nigeria 2012

**Member**

**PERSONAL DATA**

Sex: Male

Marital Status: Married

Date of Birth: November 1st, 1987

Place of Birth: Lagos

State of Origin: Lagos

**REFERENCES**

**Mrs. Adenusi Elizabeth Mr. Olawuyi Rafiu Mrs. Funmilola Aina**

MOCPED Result and Reward Ltd. Tadop Global Services Ltd.

Confidential Secretary Accountant MD/CEO

Noforija, Epe, Awoyaya, Northern Foreshore Estate

Lagos. Lekki-Lagos. Chevron, Lekki, Lagos

08082953060 08022231351 08034000468