**CAREER OBJECTIVE**

**SULIAT FOLASHADE ISHOLA**

**BLOCK 17 FLAT 8 AGEGE LANE DOLPHIN ESTATE IKOYI LAGOS.**

**+2347087851480**

**E-mail: ajibadesuliat@yahoo.com**

To seek a position that utilizes my working experiences to enable me make a positive contribution to the Company. A valuable team player, fully committed person who is highly organized and willing to work with a team of skilled and dedicated Professionals in taking the Company to a greater height

**CORE COMPETENCIES**

* General farm management ability
* Proven ability to analyze, evaluate and recommend Procurement functions and services to promote success
* Inventory knowledge.
* Quick to adapt to changes while keeping focus on goal, budget preparation
* Good oral and written communication skill and team focus.
* Coordinating, problem solving, leadership and decision making ability.
* Good negotiation skill.
* Microsoft word and excel skill, Enterprise resource planning (ERP), moderate in power point
* Ability to multitask, possess good writing skills and ability to write concisely and clearly
* Logistics &Facilities allocation and maintenance
* Can act considerately and with respect towards others, conflict resolution.

**ABDUSALAM FARMS OYO TOWN January 2016- December 2016**

**FARM ADMINISTRATIVE OFFICER**

* Monitoring and supervising the activities of farm laborers
* Overseeing the purchase and disbursement of farm inputs such as seedlings, fertilizers, pesticide.
* Purchase and disbursement of personal protective equipment and issuing monthly reports to the management on items utilized, payment of farm’s utility bills.
* Petty cash disbursement.
* Contact and schedule appointments for 3rd party vendors, suppliers and customers as required by the farm management.
* Supervising the harvest of crops to reduce post-harvest losses and for good storage
* Perform other administrative functions e.g. proper filing system, facilities and logistics functions

**PLYCON LIMITED**  **2012-2015**

**PROCUREMENT/ADMINISTRATIVE OFFICER**

* Raised purchase order, tracked, developed documentation, monitored & keeping inventory of materials supplied ensuring proper material handling and record keeping.
* Identified opportunities to cut cost and reduced delivery time by 50% through good negotiation to obtain products at a much reduced price by sourcing for suppliers through soliciting for bids when market features a lot of similar suppliers offering the same products and negotiating when there are few suppliers that are significantly differential in their product price.
* Initiated and implemented the use of re-order level card to track the time period when materials is at lowest quantity and when new materials will be ordered, this resulted in zero stock out cost enabling effective lead time for the suppliers to supply quality materials.
* Performed market survey periodically to get updated product price and new product in order to evaluate and select best suppliers with best price providing quality materials.
* Detected and reduced material wastage and theft control while working as team member in the construction of 7km road network through the use of store issued voucher, in card, material transfer voucher which saved 15% cost of materials incurred by the Company.
* Timely review of support documents and requests for payments from Suppliers, Contractors to enable prompt payment when due , resulting in maintaining strong vendor relationship
* Monitored and supervised the activities of site store keeper daily to allow for effective site materials disbursement and usage
* Provided exceptional support to Managers and co-workers which boosted overall staff performance by 20% through timely response to any issues/reports by various Departments concerned.
* Cut Administrative Department operating expenses by 15% through the initiation and implementation of admin quarterly budget used in efficient fund allocation and spending.
* Contributed to a satisfactory front desk services by attending to Company’s visitors/clients in a professional and friendly manner, responding quickly to client/staff /visitors complaints and enquiries and directing same to the appropriate levels of authority with a follow –up for response
* Scheduling appointments and travel arrangements, taking minutes of meetings.
* Introduced a friendly and good filing system by overhauling previously haphazard filing system which results in easy access to documents and information leading to improved office efficiency.
* Recommended for keeping good record/contacts of service vendors and cultivation of excellent long term relationship with vendors, such as cleaning agency.
* Liaised with the human resource department to process employee identity and business cards, payment of company’s utility bills, inventory taking, store keeping, purchased and disbursed consumables and office stationery to departments and kept record of same.
* Monitored office assistants to ensure that office and staff quarter and other facilities are in good working condition.
* Purchased and ensured proper use of assets such as furniture, computers, distributed office consumables
* General office administration and other duties are performed as directed by my line manager.

**PLYCON LIMITED 2011-2012**

**ADMINISRATIVE ASSISTANT /EXECUTIVE SUPPORT (NYSC)**

* Reviewed daily newspapers and wrote reports on press briefings, road commissions and other organizational events
* Rendering special assistance to the office of the Managing Director.
* Assisted Project Accountant with financial report analysis, recording of account payables, analyzing project expenditures with respect to approved budgets and work plan at various project sites.
* Taking physical inventory and preparing updated inventory of items in the stores of various sites, a form of internal material audit
* Prepared and disbursed petty cash for daily expenses on project sites
* Created price list and initiated the renting out of some idle Equipment in Plant & Equipment, department with the authorization of the management and scrap sales which resulted in extra income for P& E department.

**ACADEMIC PROFILE YEAR**

University of Nicosia (Master in business administration) (In view)

Ladoke Akintola University of Tech. (2nd Class Upper B.Tech Agric Economics& Extension) (2010)

Wesley Girls’ Secondary School (WAEC) (1995)

**TRAININGS/SEMINARS/CONFERENCE** **YEAR**

Florin Certified Desktop Publishing Professional (2003)

Enterprise Resource Planning Tool (training) (2012)

Next Level Purchasing Association (Mastering Purchasing fundamentals training) (2014)

Effective stakeholders’ engagement and corporate social responsibility (conference) (2014)

Rudiments of Ethics, Value and Privilege, Nigeria Concept (cert. of participation Ekiti state) (2015)

Certificate of Participation: Foundation for Advancement of Ethics Value and Privilege Lagos (2016)

Presentation of Papers on “Ethics and Value in Perspective” in Ogun and Kwara State respectively (2016)

Innovation in Agriculture: Raising the way for the next generation (Agro ignite) (2016)

Certificate of Participation: Farmers Training Day (Aggrainnovate 2016) (2016)

Tapping Greennovation: Agriculture, Innovation and Productivity (Poddeum Value Chain) (2016)

**THESIS**

Climate Change in Nigeria (A study case in Iwo area of Osun state using primary data) (2010)

**PERSONAL DATA**

Date of Birth: 10th January 1983

Sex: Female

Nationality: Nigerian

Marital Status: Married