

PETER, DAMILOLA ADEOLA

5, Adebayo Street, Alakuko, Lagos State.

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CORE ACCOUNTABILITIES

- An excellent communicator, organizer and self-motivated. Always ready to give the best (with a sense of urgency) by providing solutions and exciting contributions.
- Readiness and willingness to learn new skills and adapt to new development required by new experiences.
- Innate drive for leadership and task completion
- Good team player and ability to work alone with minimal supervision.
- Working knowledge of inventory management software (e.g., ERP) and ability to accurately track inventory and create reports.

EDUCATION

- **University of Nigeria Nsukka, Nigeria – MBA in Management (In View)**
- **University of Education Winneba, Accra-Ghana – BSc. in Procurement and Supply Chain Management (Second Class Upper),2016**
- **Abeokuta Grammar School, Ogun State-Nigeria.
Secondary School Certificate Examination (SSCE), June 2011**

KEY SKILLS

- Effective communication skills
- Leadership and management
- Self-confidence and integrity
- Team oriented.
- Strong attention to detail
- Problem-solving
- Strong initiative and the ability to learn quickly.
- Proactive critical thinking

WORK EXPERIENCE

SUN KING NIGERIA (GREENLIGHT PLANET)

Position: Warehouse Associate - 19, Adekunle Fajuyi Way, Ikeja GRA, Ikeja, Lagos.

Duties and Responsibilities

- Quality Control process for imports and returns at the warehouse ensuring adherence to set SOPs.
 - Receiving marketing items, work tools and assets into the warehouse.
 - Ensuring the free flow of returns received at the warehouse includes sorting, arranging and timely report update on the returns.
 - Upload of product serials to ERP (SAP & Angaza)
 - Optimizing warehouse space by ensuring products are properly arranged and stacked, adjusting where necessary to prevent material spoilage and delays.
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DISRUPT PHARMA TECH LIMITED (MEDSAF)

Position: Inventory & Operations Analyst - 55, Sir Tony Eremosele Street, Parkview Estate (September 2021-till date)

Duties and Responsibilities

- Outbound reconciliation and processing of customers' orders.
 - Effective communication and liaison with the customer service team on changes to customers' orders and the creation of backorders.
 - Receiving and preparing inventories, maintaining stock records, and checking supply invoices against purchase orders.
 - Reconciliation of physical stock with stock in the system and preparing stock reports for analyzing inventory data.
 - Reports on inventory levels, supply chain progress, procedural efficiency and personnel issues to upper management.
 - Contributes to team effort by accomplishing related results as needed.
 - Develop internal controls, policies and guidelines for inventory.
 - Creation of POs, maintaining accurate records and updating suppliers' information.
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FEMEB NIG LTD

Position: Inventory/Administrative Officer- Coker Road, Ilupeju- Lagos State (October 2019-September 2021)

Duties and Responsibilities

- Worked with different levels of personnel within the organization to analyze and solidify the overall goals and objectives.
 - Ensuring office and factory supplies are maintained and ensuring there are always adequate levels.
 - Coordinated procurement, stock replenishment and ensured timely supply of factory needs.
 - Track and expedite all orders purchased and notify management of potential changes to orders.
 - Creating weekly and monthly reports for the Finance and Admin. Manager.
 - Oversee, manage, and train other administrative staff as required.
 - Participate and contribute to continuous improvement initiatives.
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MDS Logistics, Ibadan, Oyo State (NYSC place of primary assignment; March 2018 – Dec 2018)

Position: Assistant Customer Service Officer

Duties and Responsibilities

- Invoice generation for customers' orders
 - Compilation and forwarding of weekly/monthly reports to clients.
 - Develop business relationships with suppliers and sales representatives.
 - Perform general administrative tasks, such as copying and filing.
 - Generation of stock details/summary as required by the warehouse officer.
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International Central Gospel Church, Accra-Ghana (August 2016 to August 2017)

Position: Receptionist/Procurement Officer

Duties and Responsibilities

- Purchase goods or services that meet the quantity and quality expectations of the organization.
- Reconcile or resolve order discrepancies with stock.
- Manage inflow and outflow of stocks and effective recording of stocks.
- Responsible for order placement timing, supply/demand alignment, material replenishment and supplier performance.
- Receive visitors and telephone calls to the office.
- Ascertain the nature of the inquiry, refer visitors to appropriate staff and deliver messages.

CERTIFICATIONS

- Procurement Masterclass
- Product Management
- Google Project Management

TECHNOLOGY SUMMARY

- Microsoft Office (Word, Excel, PowerPoint, Project)
- SPSS
- ELM (Enterprise Logistics Manager)
- ERP (SAP, ANGAZA, ODOO)
- Slack

AFFILIATIONS

- Campus Christian Fellowship UCOMS Chapter, Ghana
- Word of Faith Bible Institute, Lagos Nigeria
- Goshen Light Charity Foundation, Accra

REFERENCES

AVAILABLE ON REQUEST

PERSONAL DETAILS

Sex: Female

Nationality: Nigerian

State of Origin: Ogun State