

ADENEKAN FATAI OLUWATOSIN

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PROFESSIONAL SUMMARY

Detail-oriented process and operations professional with practical experience in production data tracking, financial documentation, and operational reporting across industrial, banking, and administrative environments. Skilled in process monitoring, resource consumption tracking, administrative coordination, and data analysis. Demonstrates strong ability to supervise workflow, manage operational data, and prepare accurate reports using Excel. Committed to leveraging data insights to support organizational decision-making and improve operational performance.

CORE SKILLS AND COMPETENCIES

Technical Skills

- Data Tracking and Operational Reporting
- Process Monitoring and Quality Control support
- Administration coordination and Document Management
- Statistical Analysis (R-Programming, SPSS) and Basic Microsoft Office (Word, Excel, and PowerPoint)
- Inventory and Resource Tracking

Soft Skills

Attention to Detail | Communication | Leadership | Customer Service | Analytical and Decision | Strategic Thinking | Problem-Solving | Team Coordination

WORK EXPERIENCE

Eminent Quarry Ltd, Ibadan, Oyo State.

National Youth Service Corps (NYSC), Operation Officer,

Nov. 2025 – Till date

- Monitor daily stock levels of granite products through visual inspection, video reporting, and track diesel consumption for trucks and machines.
- Prepare daily, weekly, and monthly reports on production output, diesel usage, and product sales.
- Maintain an organized record of invoices, production logs, and operational reports for audit and reference purposes.
- Monitor blasting operations by verifying material used and documenting input for cost estimation and output forecasting.

Key Achievement: Improve accuracy in production and diesel tracking, supporting better cost monitoring and operational reporting by 10%.

Ajibgan Engineering Works (Contractor at Flour Mills of Nigeria Plc), Apapa, Lagos State.

Assistant Safety Officer

Aug. 2025 – Nov. 2025

- Assist in implementing workplace safety policies and ensure compliance with Flour Mills of Nigeria's HSE standards.
- Conduct daily site inspections to identify hazards and enforce corrective actions in accordance with safety procedures.
- Monitor workers' PPE compliance and deliver toolbox talks to promote a culture of safety awareness.
- Participate in risk assessment and preparation of safety performance reports.

Key Achievement: Supported the reduction of minor workplace incidents by 25% through proactive safety monitoring, staff training, and enforcement of compliance procedures.

Obafemi-Owode Local Government Secretariat, Owode Egba, Ogun State.*Intern, Budget, Planning, and Statistics Department**May 2024 – Oct. 2024*

- Assisted in the production of Local Government Statistics Return on Budget and Expenditure.
- Supported in the production of Monthly Progress Reports (MPR)
- Participated in Budget Monitoring using the Central Expenditure Control Accounting Book (CECAB) and Payment Voucher (PV).

Key Achievement: Contributed to accurate budget tracking and improved the timeliness of monthly progress report submission by 20%

Guaranty Trust Bank, Plural House, Lagos State.*Intern, Cash Management Unit**Oct 2019 – Mar 2020*

- Assisted Cash Management officers in submitting Cash Requisition Letters to the CBN
- Assisted in the Evacuation of Cash during the Inter-Bank Cash swap.
- Inspected the Mutilated Cash count at Bankers Warehouse.
- Assisted with customer service operations, including handling Request Letters for Mint note.

Key Achievement: Maintained 100% accuracy in cash handling and documentation processes, contributing to a smooth and error-free inter-bank cash swap.

ModavCress Resources Limited, Ikorodu, Lagos State.*Hybrid Store Manager**Jan. 2019 – Oct. 2019*

- Gained communication and interpersonal relationship skills by attending to customer requests via calls and in person.
- Managing online store operations by uploading, monitoring, and taking orders on Jumia, Konga, e-commerce, etc.
- Inspected and monitored 20+ weekly shipments with 99% accuracy, Quality Control, and on-time delivery.

Key Achievement: Sustained 99% shipment accuracy while improving delivery speed and enhancing customer satisfaction levels.

LEADERSHIP EXPERIENCE

Assistant Coordinator, Church of Christ Student Campus Fellowship*Aug 2024 – Jun 2025*

- Coordinated several 20+ students, achieving a 95% average attendance in every program.
- Mentored 5 students who later assumed leadership roles.
- Managed and presented transparent financial records of student logistics to the Church weekly.

Financial Secretary, Association of Statistics Students of Nigeria (ASSON), FUNAAB*Aug 2024 – Jun 2025*

- Prepared association budgets and financial reports.
- Facilitated student loans for school fee payment
- Supported about 20+ students with payment of manuals.

EDUCATION

Federal University of Agriculture, Abeokuta (FUNAAB), Ogun State*Bachelor of Science, Statistics**June 2025***Yaba College of Technology, Yaba, Lagos State***National Diploma, Statistics**Dec. 2018***TRAINING AND CERTIFICATION**

Soft Skills Training – Jobberman & Mastercard Foundation*April 2025***VOLUNTEER ACTIVITIES**

- Protocol, LinkedIn Local Nigeria, Lagos State
- Usher, LinkedIn Local Abeokuta, Ogun State
- Media, College of Physical Sciences (COLPHYS) @10, FUNAAB
- Math and English Tutor, Volunteer Corps, Ogun State

*October 2025**April 2025**April 2025**Sep 2014 – Mar 2015*