

ATIMAH RAYMOND OLATUNDE

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PROFESSIONAL SUMMARY

Born 16th of April, 1982. Versatile, results-driven, and highly analytical professional with over 15 years of experience spanning Internal Auditing, Inventory Management, Personnel Administration, Business Development, and Media & Journalism. Proven expertise in optimizing operational efficiency, safeguarding company assets, managing cross-functional teams, and building strategic high-value relationships. Adept at implementing robust internal controls, executing growth strategies, and steering administrative workflows to support corporate objectives.

CORE COMPETENCIES

• Administration & Personnel Management HR functions, newsroom leadership, workflow optimization • Internal Audit & Risk Mitigation Financial compliance, fraud prevention, asset safeguarding • Strategic Communication Corporate communications, media relations, content strategy	• Relationship Management & Business Development Client acquisition, strategic partnerships, negotiation • Inventory Control & Data Integrity Database management, discrepancy reconciliation, cost reporting • Tools & Software Advanced MS Office Suite, Inventory Management Systems
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KEY ACHIEVEMENTS

- **Operational Leadership & Productivity:** Spearheaded administrative and editorial functions at a premier media organization, managing diverse teams and boosting overall workforce productivity by 50%.
- **Internal Controls & Risk Mitigation:** Implemented rigorous compliance standards and internal control frameworks across hybrid operations, significantly reducing financial risk and operational inefficiencies.
- **Market Expansion & Revenue Growth:** Spearheaded business development strategies yielding a 40% increase in new customer acquisition and contributing to a 35% growth in revenue through tailored financial product promotions.
- **Client Retention:** Maintained an exceptional customer retention rate exceeding 85% by establishing high-touch relationship management practices and delivering bespoke solutions.

PROFESSIONAL EXPERIENCE

United Fertilizer Agrochemicals Limited – Lokoja, Kogi State *(2025 – Present)*

Inventory Manager

- Oversee and maintain real-time accuracy of comprehensive inventory databases, systems, and digital spreadsheets.
- Direct physical stock counts, audit merchandise, and systematically reconcile discrepancies between physical inventory and computerized logs.
- Develop and refine inventory management procedures to minimize shrinkage and optimize supply distribution.
- Compile, analyze, and present balance, pricing, and cost reports to senior management to guide procurement strategies.

SEAP Microfinance Institution – Ilorin, Kwara State (Hybrid) *(2023 – 2025)*

Internal Auditor

- Conducted rigorous financial and operational audits to ensure absolute compliance with regulatory standards and internal policies.
- Evaluated corporate workflows to identify financial risks, potential fraud, and systemic inefficiencies; designed tailored mitigation strategies.
- Architected and deployed robust internal control frameworks to safeguard organizational assets and elevate financial accountability.
- Drafted high-level audit reports and delivered data-backed financial presentations to senior executives.

Nigerian Breweries – Benue State Depot *(2019 – 2022)*

Sales Representative

- Portfolio-managed and scaled a network of 30 high-volume retail and wholesale outlets, consistently driving revenue growth.
- Amplified brand visibility and engineered optimized product distribution channels to deepen market penetration.
- Gathered and synthesized field market intelligence to inform high-level commercial strategies.
- Negotiated commercial agreements and nurtured key distributor accounts to consistently exceed target quotas.

NEET Nigeria Limited – Lagos Island, Lagos State *(2017 – 2019)*

Business Development Executive

- Identified, qualified, and secured high-value business opportunities to expand the company's B2B client base.
- Conducted comprehensive market research and competitive analyses to fine-tune market entry and growth strategies.
- Tracked, evaluated, and presented detailed sales performance metrics and pipeline reports to

leadership.

- Cultivated high-impact corporate partnerships that elevated brand equity and market share.

Ovation International Magazine – Ikeja, Lagos State (2008 – 2016)

Head of Administration & Journalism

- Formulated and directed human resource and administrative strategies, ensuring maximum operational efficiency and team alignment.
- Managed day-to-day newsroom operations, coordinating international reporting schedules, editorial workflows, and media relations.
- Led high-level corporate communication initiatives to shape and protect the global brand reputation.
- Supervised editorial planning, content development, and high-profile investigative journalism and executive interviews.

EDUCATION & CREDENTIALS

- **Higher National Diploma (HND) – Banking and Finance**

The Polytechnic, Ibadan | 2008

- **Senior School Leaving Certificate (SSCE)**

Ibadan Boys' High School, Ibadan | 1998

- **First School Leaving Certificate**

Mulas Nursery/Primary School | 1991

REFERENCES

Available upon request.