

AKANDE TOHEEB OLANREWAJU

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PROFESSIONAL SUMMARY

Dynamic and results-driven personnel with doable experience, complemented by a diverse background in various industries. Proven track record of building and maintaining strong client relationships, driving business growth, and delivering exceptional customer service. Skilled in strategic planning, cross-functional team leadership, and analysis. Adept at changing market conditions and leveraging industry insights to provide innovative solutions. Committed to fostering collaborative environments and exceeding performance targets. I am very good at overseeing day-to-day operations to resolving customer inquiries and concerns while possessing excellent communication skills and a commitment to maintaining high-quality service standards.

CORE COMPETENCIES

- **Operational Excellence:** Streamlined work processes, reducing costs and improving overall efficiency.
- **Strategic Marketing:** Successfully executed impactful marketing campaigns, contributing to an increase in market share.
- **Team Leadership:** Work with cross-functional teams, fostering collaboration and achieving key business objectives.
- **Product Insight:** Applied sharp analytical skills to interpret market trends, driving informed decision-making.
- **Customer Service:** Proven Expertise in managing relationships
- **Administration:** Proven ability to identify and capitalize on internal opportunities for productivity
- **Innovative Product Development:** Driving product innovation, from concept to market launch.
- **Cost Optimization:** Demonstrated success in implementing cost-saving initiatives across the industry.

EDUCATION

- The Polytechnic of Ibadan – Ibadan: **HND – Accounting:** 2024
- The Polytechnic of Ibadan – Ibadan: **OND – Accounting:** 2019
- **Jobberman Nigeria: Employability Skills Training**
- **CDS Certificate of Presidency – Peers Educator CDS**

WORK EXPERIENCE

NYSC NATIONAL PROGRAM SCHEME – OSOGBO NIGERIA: 2024 – 2026

Educator – St Francis Middle School I

- Taught and supported students in their academic development.
- Prepared and delivered lessons effectively.
- Maintained a positive and organized classroom environment.

HENRY KARLL COMPANY LIMITED LAGOS: 2020 - 2021

Warehousing & Inventory Officer

- Receive, inspect, and document incoming goods and materials.
- Verify quantities, specifications, and conditions of received items against invoices, purchase orders, and delivery notes.
- Properly label, categorize, and store products in designated warehouse locations.
- Maintain accurate and up-to-date inventory records.
- Monitor stock levels and identify low-stock, excess-stock, slow-moving, and obsolete items.
- Process stock requisitions, goods received notes, issue notes, and dispatch documentation.
- Coordinate the picking, packing, and dispatch of goods to customers, branches, distributors, or internal departments.

HENRY KARLL COMPANY LIMITED LAGOS: 2019

Operations Intern – SIWES

- Resolve customer complaint via phone, email or mail.
- Developed and maintained a filing system for customers and visitors.
- Assist with placement of orders, refunds, or exchanges.
- Established, developed and maintained positive ethics and public relationships.

REFERENCES ARE AVAILABLE ON REQUEST