

OSSAI BLESSED

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PROFESSIONAL SUMMARY

Detail-oriented and reliable Storekeeper with hands-on experience in stock reconciliation, POS operations, and inventory logging. Skilled in managing stock levels, applying FIFO rotation rules, and preventing loss or wastage using Microsoft Excel and POS systems. Adept at coordinating inventory needs across kitchen, bar, and management teams.

CORE COMPETENCIES

- **Inventory Control:** Stock Reconciliation, Physical Audits, FIFO Rotation, Loss Prevention.
- **Software & Tools:** POS Systems, Microsoft Excel, Data Entry.
- **Storehouse Operations:** Receiving Goods, Inspection, Stock Requisitions, Record-Keeping.
- **Key Skills:** Numerical Accuracy, High Integrity, Multi-Tasking under Pressure.

PROFESSIONAL EXPERIENCE

Account Officer & Store/Cashier Operations — Blackbell, Lekki, Lagos State (2026 – Present)

- Manage daily stock, billing entries, and petty cash logs using digital POS systems with zero discrepancies.
- Perform regular physical stock counts and reconcile them with system records to prevent inventory loss.
- Receive, inspect, and log incoming food and beverage supplies from vendors against purchase invoices.

Administrative Assistant — Garo Cottage Health Center, Kano State (2024 – 2025)

- Maintained facility supply logs and intake registers using Microsoft Excel and structured archiving.
- Prepared weekly stock and operational summary reports for management.

Field Operations Monitor (NYSC) — CHAI Operational Hub, Kano State (2025)

- Monitored supply distribution logs across locations and transmitted daily digital inventory reports.

EDUCATION

B.Sc. in Biochemistry Technology | Delta State University, Abraka (2024)

OND in Science Laboratory Technology | Delta State Polytechnic, Oghara (2018)