

CONTACT

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OBJECTIVE

I am a Procurement Officer and Inventory Control Personnel with over five years of experience in the hospitality industry. I have a proven track record of successfully sourcing, negotiating and procuring goods and services for my organization and ensuring cost is at the barest minimum, while maintaining compliance with all regulations. I also have valuable experience in vendor relationships and inventory management.

PERSONAL DETAILS

- Marital Status : Single
- Nationality : Nigerian
- Religion : Christianity
- Gender : Male

EDUCATION

- | | |
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| 2014 | <ul style="list-style-type: none">• University of Nigeria Nsukka.
Management
Second Class Upper |
| 2008 | <ul style="list-style-type: none">• Gbagada Grammar School
Senior Secondary Certificate Examination |
| 2001 | <ul style="list-style-type: none">• Bovic Nursery and Primary School
First School Leaving Certificate |

EXPERIENCE

- | | |
|-------------------------------|--|
| January 2026 - Present | <ul style="list-style-type: none">• Group Store Manager
The Yacht Hotel
Managed the day-to-day activities of the store and ensured essential items were available for smooth business operations.

Kept proper records of stock movement, including receiving, issuing, and updating bin cards to reflect accurate balances.

Followed up with procurement and suppliers on needed items to avoid shortages and operational delays.

Coordinated movement and transfer of stock between business units based on operational needs. Carried out regular stock checks and monitored inventory to reduce waste, shortages, and avoidable losses.

Worked closely with kitchen, bar, finance, and operations teams to ensure materials and supplies were available when needed.

Prepared operational and stock reports, highlighting challenges, stock status, and areas that required management attention.

Maintained orderliness and proper storage conditions within the store to support effective inventory management. |
| September 2025 - January 2026 | <ul style="list-style-type: none">• Operations Support Officer
Sunych Integrated Service Limited
Supporting day-to-day operations of VAS services including SMS, USSD, and shortcode-based services across multiple Nigerian mobile network operators.

Resolving service delivery issues, routing failures, and operator error codes.

Monitoring bind balances and usage trends; proactively initiating top-up requests to prevent service downtime and revenue loss. |

Liaising with MNOs and internal technical teams to onboard new services and integrations.

Coordinating 2-way SMS and VPN-based connections for enterprise clients, ensuring successful message delivery and response handling.

Investigating and escalating critical incidents in line with Service Level Agreements, providing timely feedback to clients and management.

Supporting Mobile Number Portability (MNP) processes and ensuring accurate routing of ported numbers.

Maintaining service documentation, incident logs, and operational reports for audit and performance tracking.

December 2023 - August 2025

- **Procurement Officer**

VSP Lounge

Evaluating and selecting suppliers based on quality, price, and reliability.

Negotiating contracts and terms of agreement.

Maintaining and updating supplier information.

Building and maintaining strong relationships with suppliers.

Ensuring compliance with procurement policies and procedures.

Preparing and issuing purchase orders.

Tracking orders and ensuring timely delivery.

Managing inventory and ensuring sufficient stock levels.

Monitoring contract performance and addressing any issues.

Analyzing market trends and identifying opportunities for cost savings.

Negotiating favourable prices and terms with suppliers.

Ensuring the quality of purchased goods and services.

Monitoring and evaluating supplier performance.

Maintaining accurate records of all purchases, contracts, and supplier information.

Preparing reports and presentations on procurement activities.

March 2022 - November 2023

- **Procurement Officer**

Medusa

Established, followed and enforced the company's procurement policies and procedures.

Oversaw and supervised employees and all activities of the purchasing and inventory department.

Negotiated with vendors to secure favourable pricing and terms for all procurement contracts.

Reviewed and approved purchase requisitions submitted by the inventory departments.

Followed up on vendors to ensure early and accurate supply of goods.

Ensured that the inventory department received the approved quantity of goods in good condition and the desired standard.

Ensured that the company got a rebate from vendors in cases where they deviate from the quality of goods agreed upon.

Liaised with the kitchen and inventory department in raising purchase orders in order to avoid overstocking of items.

Implemented cost-saving initiatives that resulted in a reduction in expenses.

September 2021 - March 2022

- **Inventory Officer**

Circa Non Pareil

Monitored and controlled inventory levels, tracked stock movements, and conducted regular stock counts to ensure accuracy and completeness of inventory records.

Received, inspected, and recorded incoming stock, verified quantities, quality, and condition of goods received against purchase orders.

Updated inventory databases, systems, or spreadsheets to reflect stock transactions, adjustments, and movements, maintaining up-to-date and accurate inventory records.

Generate inventory reports, including stock levels, aging analysis, and inventory turnover ratios, to assess inventory performance and identify trends or issues.

Coordinated with procurement and purchasing teams to set reorder levels, place orders for replenishment of stock, ensuring timely delivery and availability of inventory items.

Managed stock rotation, shelf-life tracking, and expiry date monitoring for perishable or time-sensitive goods, minimizing waste and spoilage.

Implemented inventory control measures, such as FIFO (first-in, first-out) or LIFO (last-in, first-out), to optimize inventory turnover and minimize obsolescence.

Identified and investigated inventory discrepancies, stock shortages, or surplus inventory, conducting root cause analysis and implementing corrective actions.

Collaborated with the audit department for regular inventory audits, reconciled physical stock counts with inventory records.

February 2017 - July 2021

- **Patent Medicine Store Manager**

Treasure Stores

Coordinated daily operations, including opening and closing procedures of the store, especially in the areas of sales and recording

Maintained a clean and organized store environment, and maintained product displays for easy identification.

Managed inventory, including ordering stock, monitoring stock levels, and ensuring proper storage and handling of medications.

Coordinated, planned and was fully involved with the management for procurement of stock either from pharmaceutical sales representatives or from the open market.

Ensured compliance with all relevant regulations and guidelines, including those related to the sale and storage of medications.

Handled customer inquiries and complaints professionally and efficiently.

Provided customers with accurate information about medications, including dosage, usage, and potential side effects.

Assisted customers in finding the products they need and ensured a positive shopping experience.

Managed cash handling procedures and reconciled daily sales.

Monitored and tracked sales performance and identified areas for improvement.

September 2016 - Feb 2017

- **Business Development Officer**

Think Eternity Drugs Limited.

Identified opportunities for new business development through following up on leads and conducting research on target clients.

Generated new business opportunities by meeting potential clients to understand their needs and providing relevant solutions.

Managed the sales process to close new business opportunities.

Maintained strong relationships with the existing clients.

Met and exceeded weekly and monthly activity and revenue targets.

SKILLS

- Negotiation skills
- Inventory management
- Strong communication skills
- Customer relations skills
- Proficiency in Microsoft office suites
- Proficiency in Samba POS

- Service monitoring and reporting
- USSD flow testing and validation

REFERENCE

- Available on request.
Internal Auditor