

ADETINKAN MICHEAL TOBILOBA

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PROFESSIONAL SUMMARY

Detail-oriented logistics and documentation professional with hands-on experience in shipment coordination, inbound and outbound documentation, operational record management, and process compliance — gained through direct deployment at Olam Food Ingredients (OFI), one of the world's largest agri-commodity and food ingredients companies with extensive local and international logistics operations. Proficient in SAP and Microsoft Excel for transaction tracking, data entry and reconciliation. Strong organisational, communication and problem-solving skills with a consistent track record of accuracy, compliance and timely execution in fast-paced logistics environments.

CORE SKILLS

Logistics & Shipment Coordination • Shipping Documentation & Record Management • Inbound & Outbound Process Handling
SAP & ERP Operational Systems • Microsoft Excel & Data Entry • Delivery Note & Ticket Processing
Discrepancy Identification & Escalation • Reconciliation & Reporting • Process & Compliance Adherence
Stakeholder & Vendor Communication • Multi-tasking & Deadline Management • Attention to Detail & Accuracy
Cross-Team Coordination • Administrative & Documentation Support • Health, Safety & HSE Awareness

PROFESSIONAL EXPERIENCE

Weighbridge & Logistics Support Officer | Workforce Outsourcing – Deployed to Olam Food Ingredients (OFI)

June 2026 – Present

- Coordinate end-to-end inbound and outbound movement of vehicles and materials at a major international food ingredients facility, ensuring all shipments are processed accurately and on schedule.
- Prepare, process and maintain weighbridge tickets, delivery notes, gate passes and all supporting shipment documentation — ensuring every record is complete, accurate and properly filed.
- Verify vehicle, driver and cargo documentation at the point of entry, ensuring full compliance with operational and regulatory requirements before processing.
- Conduct and record gross, tare and net weight measurements for all inbound and outbound shipments, reconciling figures against delivery documentation and flagging discrepancies promptly.
- Liaise daily with drivers, vendors, gate personnel, and internal operations teams to coordinate smooth material movement and resolve any shipment or documentation issues.
- Track shipment progress and operational transactions using SAP, maintaining accurate logs and supporting management reporting through Microsoft Excel.
- Monitor and report on operational KPIs, ensuring all activities remain within agreed timelines and compliance standards.
- Support cross-functional coordination with warehouse, operations and finance teams to ensure seamless documentation flow and accurate record reconciliation.

HR Intern | GAO Tek Inc. (Remote)

April 2026 – June 2026 | Three-month remote internship during NYSC period

- Managed structured documentation, correspondence records and coordination processes across multiple departments with high accuracy.
- Prepared reports and maintained organised digital records using Microsoft Office and shared collaboration platforms.

Intermediate Science Teacher (NYSC) | Hamdallah Group of Schools, Ibadan

June 2025 – May 2026

- Maintained accurate daily records, prepared structured reports and coordinated activities within a disciplined, process-driven environment.
- Demonstrated consistent follow-through, organisation and clear communication across all assigned responsibilities.

Project Trainee | Community Based Farming Scheme

2023 – 2024

- Supported logistics coordination, documentation and progress reporting across assigned project activities.
- Ensured accurate record-keeping and timely completion of tasks within agreed schedules.

EDUCATION

B.Agric. Soil Science & Land Management | Federal University of Agriculture, Abeokuta (FUNAAB) | 2019 – 2024

CERTIFICATIONS

- NYSC Discharge Certificate (2026)
- EYiA Soiless Farm Lab (2024)
- Climate Change Planning – Coursera (2023)
- Sustainable Soil Management (2022)

LEADERSHIP, VOLUNTEERING & RECOGNITION

- Volunteer Lead – Heart Initiatives NGO
- South West Leadership Summit
- 7UP Recycling Program
- Outstanding Farm Trainee Excellence Award (2023)

REFERENCES

Available upon request.