

MOJUBA JOSHUA

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PROFESSIONAL SUMMARY

Production and Operations Management professional with hands-on manufacturing supervision experience across production operations, quality assurance, preventive maintenance, inventory/material control, workforce supervision and operational reporting. Proven track record of optimizing factory efficiency, reducing unexpected equipment downtime, minimizing raw-material waste, and establishing rigorous SOP compliance. Currently undertaking a structured job-ready professional program covering Excel for production data management, production planning and scheduling, inventory, warehouse operations, quality management, Lean manufacturing, OEE, SQL, Power BI, ERP/Oracle concepts and operational problem-solving. Seeking opportunities in Production, Operations, Manufacturing, Production Planning, Quality, Inventory/Warehouse or Process Improvement.

CORE COMPETENCIES

- **Production & Operations:** Production Planning & Scheduling, Production Control, Capacity Planning, Bottleneck Analysis, Line Balancing, Productivity, Efficiency, Throughput, Workflow Optimization.
- **Excel & Production Data:** Production Tracking, Target vs Actual, KPI Calculations, PivotTables, Charts, Basic Dashboards, SUM/SUMIF/SUMIFS, COUNTIF/COUNTIFS, AVERAGEIF, IF, XLOOKUP, Filtering and Conditional Formatting.
- **Manufacturing:** Preventive Maintenance, Downtime Analysis, OEE Fundamentals, Material Usage, Packaging/Waste Control, Shift Operations, SOP Implementation.
- **Quality & Improvement:** QC/QA, GMP, NAFDAC Compliance, Defect/Reject Analysis, 5 Whys, Fishbone/Ishikawa, Pareto, CAPA, Lean, 5S and Kaizen.
- **Inventory & Supply Chain:** Inventory Control, Material Availability, Stock Monitoring, Material Handling, Dispatch Coordination, Warehouse Processes and Reorder Concepts.
- **Leadership & Administration:** Workforce Supervision, Operator Training, Attendance Monitoring, Cross-Functional Coordination, Payroll Administration, Accounts Receivable and Customer Relations.
- **Developing Technical Skills:** SQL for Operations Data, Power BI for Operations Dashboards, ERP/Oracle Manufacturing & Supply Chain Concepts, MRP, BOM and Production Scheduling.

PROFESSIONAL EXPERIENCE

Production / Factory Supervisor | BASCOF WATER FACTORY, Kaduna, Nigeria *Aug 2024 – Present*

- Spearheaded daily end-to-end production and shift operations, consistently achieving daily output targets and ensuring reliable, timely distribution to clients.
- Optimized shop-floor workflows across sachet water, dispenser filling, and bottled-water production lines to maximize throughput and operational efficiency.
- Enforced stringent NAFDAC, sanitation, hygiene, and factory operating standards, successfully driving compliance and supporting smooth regulatory audits.
- Designed and implemented daily preventive-maintenance routines and operator coaching programs, significantly reducing unexpected equipment downtime and stabilizing production flow.

- Monitored raw-material and packaging consumption closely while training staff on proper material handling to minimize avoidable factory waste and reduce operational costs.
- Maintained comprehensive Excel production logs covering daily output, equipment downtime, and performance KPIs to deliver actionable summaries for executive review.
- Resolved critical operational bottlenecks and material constraints through systematic root-cause analysis, ensuring uninterrupted production continuity.
- Supervised, trained, and coordinated cross-functional shift operators to foster high engagement, accountability, and peak team performance.

Human Resource & Credit/Customer Relations Officer (NYSC) | BASCOF WATER FACTORY, Kaduna, Nigeria *Jan 2026 – Present*

- Streamlined monthly payroll and commission schedules for technical and operations staff to ensure accuracy and timely disbursements.
- Managed accounts receivable follow-up routines and customer payment tracking, improving cash-flow visibility and collection efficiency.
- Investigated service disruptions and operational bottlenecks at their root, establishing standardized operating procedures (SOPs) that prevented recurring incidents.
- Enhanced workforce engagement, attendance tracking, and disciplinary workflows to cultivate a productive and accountable company culture.
- Acted as a key liaison across operational teams to resolve service delivery issues and maintain seamless day-to-day business activities.

Assistant Branch Manager | DEE GENERAL GLOBAL TECHNOLOGY LIMITED, Kaduna, Nigeria *Nov 2021 – Dec 2022*

- Drove sales pipeline growth and managed day-to-day operational activities for high-value solar-energy technical solutions.
- Conducted thorough technical load assessments and site audits for prospective clients to ensure precise system sizing and flawless project delivery.
- Supervised sales and technical personnel, aligning project schedules, resource allocation, and customer relations to exceed performance goals.

Industrial Attachment — Production & Quality Assurance | UNITED TEXTILE INDUSTRY, Kaduna, Nigeria *Dec 2020 – Apr 2021*

- Contributed to active shop-floor manufacturing processes and executed rigorous routine fabric-processing quality checks.
- Conducted detailed material defect analysis and standardized testing to ensure high finished-product quality standards.

PROFESSIONAL DEVELOPMENT

Production & Operations Management Job-Ready Professional Program | Professional Training, Online/Intensive *July 2026 – Nov 2026 (IN PROGRESS)*

- Excel & Production Data Management: production trackers, KPI calculations, target vs actual, reject/downtime analysis, labour productivity, PivotTables, charts, dashboards and management reporting.
- Production Planning & Scheduling: demand forecasting, capacity, labour/machine/material planning, priorities, MRP, BOM and production schedules.
- Inventory, Warehouse & ERP: inventory control, stock analysis, warehouse operations and ERP/Oracle manufacturing and supply-chain concepts.

- Quality, Lean & OEE: QC/QA, root-cause analysis, 5 Whys, Fishbone, CAPA, Lean, 5S, Kaizen, preventive maintenance and OEE.
- SQL & Power BI: developing skills for operations data analysis, data modelling, dashboards and management reporting.

EDUCATION

Higher National Diploma (HND) in Production & Operational Management | Kaduna Polytechnic, Kaduna, Nigeria *Oct 2022 – July 2024*

- Upper Credit
- Honored as One of The Best Graduating Students; organized peer tutorial initiatives to improve academic performance among classmates.

National Diploma (ND) in Textile Technology | Kaduna Polytechnic, Kaduna, Nigeria *Sept 2018 – Oct 2021*

- Distinction

West African Senior School Certificate Examination (WASSCE) | TAC Agass Odokoro Gbede, Kogi State, Nigeria *July 2017*

TOOLS, KNOWLEDGE & PROFESSIONAL SKILLS

• **Technical & Software Tools:** Microsoft Excel (Production KPI Reporting, PivotTables, Tables, Data Analysis, Dashboards), Power BI (Developing), SQL (Developing), ERP/Oracle Concepts (Developing), MRP, BOM, Experienced AI (Artificial Intelligence).

• **Manufacturing Methodologies:** OEE (Developing), Lean Manufacturing, 5S (Developing), Kaizen (Developing), 5 Whys, Fishbone, Pareto (Developing), CAPA (Developing), GMP, NAFDAC & SOP Compliance.

• **Core Professional Skills:** Leadership & Team Supervision, Decision-Making & Problem-Solving, Communication & Writing, Time Management & Prioritization, Planning & Organizing, Delegation & Staff Coordination, Conflict Resolution, Teamwork & Collaboration, Attention to Detail, Adaptability, Accountability, Negotiation, Continuous Improvement Mindset.

REFERENCES

Available Upon Request.