

ODEY DAVID

Inventory | Fulfillment | Logistics & Supply Chain Professional

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PROFESSIONAL PROFILE

Results-driven **Inventory, Fulfillment, Logistics and Supply Chain Professional** with over **6 years of progressive experience** across inventory management, warehouse operations, order fulfillment, distribution, retail and e-commerce environments.

Experienced in managing end-to-end fulfillment and inventory operations, including **order processing, stock control, inventory reconciliation, cycle counting, replenishment, warehouse coordination, inbound and outbound logistics, distribution, reporting and operational process improvement.**

Proven ability to maintain inventory accuracy, identify and resolve stock discrepancies, monitor stock availability, coordinate logistics activities and support timely, complete and accurate customer deliveries. Experienced in working with **Cin7, Microsoft Dynamics 365, inventory management systems, POS platforms and Microsoft Office**, with strong proficiency in data analysis and operational reporting.

Recognized for strong **analytical, organizational, leadership, communication and problem-solving skills**, with the ability to work effectively independently and collaboratively in fast-paced operational environments.

CORE COMPETENCIES

- Inventory Management & Stock Control
- Warehouse Operations & Coordination
- Order Fulfillment & Processing
- Logistics & Distribution Management
- Stock Reconciliation & Cycle Counting
- Inventory Auditing & Accuracy Control
- Stock Replenishment & Availability
- Inbound & Outbound Logistics
- Order & Delivery Coordination

- Supply Chain Operations
 - Returns & Discrepancy Management
 - Customer Service & Issue Resolution
 - Team Leadership & Staff Coordination
 - Process Improvement & Operational Efficiency
 - Microsoft Excel & Data Management
 - ERP & Inventory Management Systems
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TECHNOLOGY & SYSTEMS

ERP & Inventory Systems

- ✧ Microsoft Dynamics 365 – ERP, Inventory & Supply Chain Operations
- ✧ Cin7 – Inventory & Order Management
- ✧ Inventory Management & Stock Tracking Systems
- ✧ Point-of-Sale (POS) Systems

Productivity & Data Analysis

- ✧ Microsoft Excel
 - ✧ Microsoft Office Suite
 - ✧ Inventory Reporting & Data Analysis
 - ✧ Stock Reconciliation & Operational Reporting
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PROFESSIONAL EXPERIENCE

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Fulfillment & Logistics Manager | Current

- ✧ Manage **end-to-end order fulfillment operations**, from order entry and validation through picking, dispatch, delivery coordination and final confirmation.
- ✧ Ensure customer orders are processed accurately and within required service timelines.
- ✧ Coordinate **inbound and outbound logistics activities** to support timely, complete and accurate deliveries.
- ✧ Liaise with internal teams and external logistics partners to coordinate dispatch, transportation and delivery activities.
- ✧ Monitor inventory availability and proactively identify potential stock shortages that may affect order fulfillment.
- ✧ Investigate and resolve **order discrepancies, delivery exceptions, returns and fulfillment-related issues**.

- ✧ Review invoices, delivery documentation and transaction records to verify accuracy and support necessary adjustments.
 - ✧ Monitor fulfillment and inventory performance and prepare operational reports for management review.
 - ✧ Collaborate with warehouse, inventory, procurement and logistics teams to improve operational coordination.
 - ✧ Identify process gaps and recommend improvements aimed at reducing fulfillment errors and improving operational efficiency.
 - ✧ Support effective inventory utilization by coordinating stock availability with customer demand and fulfillment requirements.
 - ✧ Maintain accurate operational records and ensure inventory and fulfillment information is properly captured within relevant systems.
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FITNESS & SPORTS SOLUTION

Inventory & Distribution Manager | July 2022 - December 2023

- ✧ Managed inventory movement across **warehouse, retail and distribution channels**.
 - ✧ Coordinated stock receiving, storage, inventory movement and distribution activities.
 - ✧ Conducted routine physical inventory counts and reconciled stock against system records.
 - ✧ Investigated inventory variances and supported corrective actions to improve stock accuracy.
 - ✧ Monitored inventory levels and supported timely replenishment to minimize stock shortages.
 - ✧ Maintained accurate inventory records through regular audits, reconciliations and transaction reviews.
 - ✧ Prepared inventory, stock movement and distribution reports for management decision-making.
 - ✧ Coordinated distribution activities to ensure products were delivered accurately and within expected timelines.
 - ✧ Worked closely with operational teams to improve inventory flow and distribution efficiency.
 - ✧ Supported warehouse organization and effective stock handling practices.
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BUBBLETII

Inventory & Distribution Manager | January 2022 - June 2022

- ✧ Managed the **receiving, inventory control and distribution of products** across business operations.

- ✧ Maintained inventory tracking systems covering deliveries, shipments, stock movements and inventory balances.
 - ✧ Conducted monthly physical inventory counts and reconciled results against system records.
 - ✧ Investigated and resolved discrepancies between physical inventory and recorded stock balances.
 - ✧ Monitored stock levels and coordinated the ordering and receipt of low-stock items.
 - ✧ Prepared monthly inventory reports covering **opening stock, receipts, transfers, sales/issues, adjustments and closing balances.**
 - ✧ Used inventory management tools to monitor stock movements and improve inventory visibility.
 - ✧ Supported effective inventory flow from receiving through storage and distribution.
 - ✧ Worked with operational teams to ensure inventory records remained accurate and up to date.
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BOWTHORP FOODVILLE

Inventory Officer - Part-Time | 2021

- ✧ Monitored daily stock movements and conducted regular inventory counts to identify discrepancies.
 - ✧ Maintained and updated accurate inventory records.
 - ✧ Received, inspected and verified incoming inventory against relevant documentation.
 - ✧ Monitored stock levels and supported replenishment of low-stock items.
 - ✧ Supported warehouse activities, stock organization and inventory control procedures.
 - ✧ Assisted in identifying inventory variances and maintaining accurate stock balances.
 - ✧ Supported day-to-day inventory operations and stock movement documentation.
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SOBEE' S SUPERMARKET

Inventory Officer / Assistant Manager | 2019 - 2021

- ✧ Maintained accurate inventory records across **warehouse and retail operations.**
- ✧ Supervised inventory control activities and monitored stock movement throughout the business.
- ✧ Conducted stock counts and supported inventory reconciliation activities.
- ✧ Assisted the Store Manager with **sales planning, inventory planning and operational strategy implementation.**

- ✧ Supported purchasing activities and inventory replenishment planning based on stock availability and operational requirements.
 - ✧ Coordinated staff activities to support efficient store and warehouse operations.
 - ✧ Monitored inventory availability and supported initiatives aimed at minimizing stock-outs.
 - ✧ Assisted in resolving customer queries, complaints and service-related issues.
 - ✧ Supported the maintenance of high customer service standards across retail operations.
 - ✧ Assisted management with day-to-day operational coordination and decision-making.
 - ✧ Supported effective stock handling, record keeping and store organization.
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EDUCATION

College of Education, Obudu

Cross River State, Nigeria

Ochumode Model College

Yala, Cross River State, Nigeria

Senior Secondary School Certificate (SSCE)

Government Primary School

Kaduna State, Nigeria

First School Leaving Certificate (FSLC)

PROFESSIONAL SKILLS

- ✧ Inventory Control & Accuracy
- ✧ Warehouse & Distribution Operations
- ✧ Fulfillment Operations
- ✧ Supply Chain Coordination
- ✧ Logistics Management
- ✧ Inventory Planning & Replenishment
- ✧ Stock Auditing & Reconciliation
- ✧ Data Analysis & Reporting
- ✧ Microsoft Excel
- ✧ ERP & Inventory Management Systems
- ✧ Team Leadership & Coordination
- ✧ Problem Solving & Decision Making
- ✧ Process Improvement

- ✧ Customer Service
 - ✧ Communication & Stakeholder Coordination
 - ✧ Attention to Detail
 - ✧ Time Management
 - ✧ Adaptability & Continuous Learning
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PROFESSIONAL ATTRIBUTES

- ✧ Strong analytical and numerical ability
 - ✧ Excellent communication and interpersonal skills
 - ✧ Strong leadership and team coordination capabilities
 - ✧ High level of accuracy and attention to detail
 - ✧ Strong organizational and problem-solving skills
 - ✧ Ability to work under pressure and meet operational deadlines
 - ✧ Ability to work independently with minimal supervision
 - ✧ Adaptable to new technologies, systems and operational environments
 - ✧ Proactive approach to identifying and resolving operational challenges
 - ✧ Strong commitment to customer service and operational excellence
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REFERENCES

Available upon request.