

OYEBANJI OLAOYE GBEMINIYI

Lagos, Nigeria | 08062134970 | damioye@gmail.com

PROFESSIONAL SUMMARY

Operations and logistics professional with experience in logistics management, order-cycle coordination, customer service, supplier liaison, warehouse operations, team supervision, and performance monitoring. Experienced in operational planning, shipment processing, route planning, inventory tracking, problem resolution, and administrative support. Holds a B.Sc. in Microbiology and is proficient in Microsoft Office and Excel.

CORE SKILLS

Operations Management • Logistics & Cargo Operations • Warehouse Coordination • Transportation & Route Planning • Order Cycle Management • Customer Service • Supplier & Stakeholder Liaison • Inventory & Stock Monitoring • Team Supervision & Training • Shipment Processing • Problem Solving • Numerical & Analytical Skills • Microsoft Office • Microsoft Excel

PROFESSIONAL EXPERIENCE

KEMLAT LOGISTICS & CARGO | Operations Manager | 2025 – Present

- Manage day-to-day logistics and cargo operations, coordinating activities to support efficient service delivery.
- Monitor operational processes, customer service activities, shipments, and delivery performance.
- Coordinate personnel and operational resources to meet productivity, accuracy, and timeliness targets.
- Resolve operational issues and customer complaints while supporting continuous process improvement.

TILES OIL AND GAS | Personal Assistant | 2020 – 2024

- Provided administrative and operational support to management.
- Coordinated routine activities, communication, documentation, and follow-up tasks.
- Supported efficient scheduling and day-to-day office operations.

AXA MANSARD | Sales Advisory | Apr 2020 – Jul 2020

- Supported sales advisory activities and customer engagement.
- Communicated product information to prospective and existing customers.
- Maintained professional customer relationships and supported sales activities.

POSTBAG EXPRESS DELIVERY | Operations Manager | Jun 2017 – Mar 2020

- Strategically planned and managed logistics, warehouse, transportation, and customer service operations.
- Directed, optimized, and coordinated the full order cycle from processing through delivery.
- Liaised and negotiated with suppliers, manufacturers, retailers, and consumers.
- Monitored quality, quantity, stock levels, delivery times, transportation costs, and operational efficiency.
- Organized warehouse activities, catalogued goods, planned routes, and processed shipments.
- Resolved operational problems and customer complaints.
- Supervised, coached, and trained warehouse personnel.
- Monitored cost, productivity, accuracy, and timeliness targets.
- Maintained operational metrics and analyzed performance data to identify and implement improvements.

YABA TECH MEDICAL CENTER | Student Industrial Work Experience Scheme (SIWES) | Jan 2012 – Jun 2012

- Welcomed patients to the laboratory and registered their names and requested tests.
- Assisted with patient movement to the phlebotomy room for sample collection.
- Supported front-office and phlebotomy activities.

AIRFORCE HOSPITAL ABUJA | Industrial Training | Jan 2016 – Jun 2016

- Welcomed patients to the laboratory and registered requested tests.
- Assisted with patient movement to the phlebotomy room for sample collection.
- Transferred collected samples to the hematology laboratory for requested tests.
- Supported front-office, phlebotomy, and hematology activities.

EDUCATION

ISO University, Benin Republic | B.Sc. Microbiology | 2017

Government College Eric Moore | SSCE | 2007

ADDITIONAL INFORMATION

Languages: English, Yoruba

Nationality: Nigerian

Interests: Reading, travelling, and meeting people

REFERENCES

Pastor Joshua Toyin Tinuoye — Pastor, R.C.C.G., Provincial Headquarters, Lagos Province 53 | 08034012799

Mr. Oyebanji Anu Opeyemi — Admin/Finance Officer, Lekki Concession Company, Lekki, Lagos State | 08038236960 / 08054151753