

OLAMIKUNLE KABIR SHOGBUYI

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CAREER OBJECTIVE

A reliable and dynamic business operations professional, distinguished by a strong customer-centric approach, he has accumulated extensive experience in administrative operations, business operations, and customer satisfaction. He is well-suited for businesses with a focus on growth, expansion, or sustainability.

He possesses core competencies that enhance seamless business process flow and has a track record of consistently delivering on performance and efficiency. A quick learner, resourceful, and dedicated to optimizing productivity, he is desirous of joining a group of talented individuals dedicated to fostering the growth of all business stakeholders.

CORE COMPETENCIES

- Excellent Customer Service
- Microsoft Office Suite
- Data Entry & Documentation
- Administrative Support
- Organization Skills
- Customer Service & Problem Solving
- Inventory Management
- Operations Management
- Process Optimization
- Quality Control
- Crises Management
- Effective Presentation & Communication Skills

PROFESSIONAL EXPERIENCE

BUA SUGAR REFINERY | Lagos State | 2021-2022

Assistant Store Keeper (NYSC)

- Implements streamlined procedures, leading to a 40% increase in overall operations productivity.
- Supports in the development and execution of the company's operational strategy.
- Oversees inventory levels to consistently ensure optimal stock availability.
- Implements inventory control measures that reduce carrying costs which boosts the overall efficiency of the warehouse.
- Collaborates with procurement and supply chain teams to maintain just-in-time inventory practices.
- Initiates rigorous quality control measures across every cadre of operations particularly reducing product defects.
- Identified cost-saving opportunities and reduced operational expenses.
- Presented data-driven recommendations to enhance decision-making processes.
- Successfully managed operational crises, ensuring minimal disruption.

DITAS LTD | Lagos State | 2020 – 2021

Administrative Support Intern

- Provided essential support in day-to-day office operations, ensuring smooth functioning.
- Accurately entered and updated data in electronic databases and spreadsheets.
- Successfully resolved issues and challenges as they arose during daily operations.
- Facilitated effective communication and enhanced overall productivity.
- Assisted in managing office supplies and inventory, reducing waste and unnecessary expenses.
- Discharges other responsibilities as designated by the Administrative operations Head.

EDUCATIONAL QUALIFICATION

B.Sc. Philosophy | International Relations and Diplomacy
Ecole Supérieure Technologies et De Gestion
(ESTG University Cotonou Republic of Benin) (2nd Class
Upper Division) | 2019

West African Senior Certificate | Topfield college | 2015

PROFESSIONAL CERTIFICATION

- Customer service and relationship management (CSRM) Ace coterie consulting Lagos | 2023 |
- Human Resources management (HRM) Ace coterie consulting Lagos | 2023

CERTIFICATIONS VOLUNTEER EXPERIENCE, COMPETITIONS & AWARDS

- Participated in intensive outreach program to help support the awareness on gender inequality
 - Volunteered for NYSC Secretary at my CDS
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REFERENCE Available on request