



Olamilekan Omoniyi

Nationality: Nigerian (Nigeria)

Gender: Male

CONTACT

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ABOUT ME

A highly organized and meticulous warehouse officer with over 6-year experience in warehousing and inventory management. Specialty includes supply chain management, store/inventory management and procurement management. And recognized for problem solving skills, organizational skills, good computer skills, good communication skills, analytical skills to achieve goals, drive revenue, and ensure operational efficiency

WORK EXPERIENCE

TIFFANY AMBER Lagos, Nigeria

Address 15 Gerrard road Ikoyi , 44 modandola house warehouse road Apapa , 01234, Lagos, Nigeria

Inventory manager / store supervisor

01/01/2025 – Current

Receiving items from suppliers

- Data entry
- Monitoring overall stock level of materials and inform the procurement team on time
- Ensured physical stock taking is done regularly
- reconciliation, quality checks,

HOME OPTIONS LTD Lagos, Nigeria, Nigeria

Address 62 Adetokunbo Ademola Street, Victoria Island, Lagos, Nigeria. , Lagos, Nigeria, Nigeria

Store Supervisor/ Inventory Officer

03/07/2024 – 04/01/2025

- Receiving items from suppliers
- Data entry
- Monitoring overall stock level of materials and inform the procurement team on time
- Ensured physical stock taking is done regularly
- Issuing items to users
- Keeping records of receipt and issued items
- Preparing purchase order

MEGA PLAZA SHOPPING MALL Lagos, Nigeria

Address 14 Idowu Martins St, Victoria Island, Lagos , 01234, Lagos, Nigeria

Store Supervisor/ inventory officer

01/07/2023 – 20/06/2024

- Receiving items from suppliers

- Data entry
- Monitoring overall stock level of materials and inform the procurement team on time
- Ensured physical stock taking is done regularly
- Create and maintain relationships with vendors/suppliers.
- Estimate and establish budgets for purchases.
- Make professional decisions in a fast-paced environment.
- Review all vendors and suppliers.
- Maintain purchase records and other important data.
- Negotiate pricing and supply contracts

GREAT VILLE HOTELS lagos, Nigeria

Address 36/38 Nathan off Ojuelegba road Surulere Local Government, Lagos 101283, 01234, lagos, Nigeria

Storekeeper

05/01/2023 – 24/07/2023

Receiving items from suppliers

Data entry

Monitoring the overall stock level of materials and informing the procurement team

Ensured physical stock-taking was regularly

Banarly Nigeria Limited Lagos, Nigeria

Address Plot C Oba Ganiya Adesanya Way, Otto, Ijora Olopa, Lagos, Lagos, Nigeria

Warehouse Officer

04/07/2012 – 01/01/2023

- **Receiving items from suppliers**
- **Data entry**
- **Monitoring overall stock level of materials and inform the procurement team on time**
- **Ensured physical stock taking is done regularly**
- **Issuing items to users**
- **Keeping records of receipt and issued items**
- **Preparing purchase order**
- **Issuing tools to users and making sure it is being returned after use**
- **Issuing lube oil to vessels**

LANGUAGE SKILLS

MOTHER TONGUE(S): Yoruba

OTHER LANGUAGE(S): English

EDUCATION AND TRAINING

23/04/2010 – 20/08/2012 Akwa Ibom, Nigeria

Higher National Diploma in Business Management AKWA IBOM STATE POLYTECHNIC
OSURUA, IKOT EKPENE -AKWA IBOM STATE

SKILLS

Microsoft Word | Microsoft Excel | Social Media | SAGE 300 | LinkedIn | Cloud ERP

HOBBIES AND INTERESTS

● Sport & Music

watching football and listening to music

CERTIFICATIONS AND LICENSES

06/04/2023

● Associate Membership (ACISCM)

Chartered Institute of Supply Chain Management Nigeria

06/04/2023

● • Associate Membership (ACIWM)

Chartered Institute of Warehousing and Material Management Nigeria

06/04/2023

● • Certified Logistics and Supply Chain Management

Chartered Institute of Warehousing and Material Management Nigeria

19/05/2021

● Alison Online Courses

• Certified Inventory, stock, and supply chain Management

ORGANISATIONAL SKILLS

● I STAYED FOCUSED ON DIFFERENT TASKS

I stayed focused on different tasks, and used my time, energy, mental capacity, physical space etc. effectively and efficiently to achieve set objective.

- Multi-tasking skills: Demonstrated energy & drive for things seen as challenging and achieved set objective.
- Good communication skills: Ability to connect with organization proactively and effectively and using different communication platforms without holding back important information.
- Interpersonal skills: I built, embrace and repaired relationships with contractors, staff, and external stakeholders to the benefit of the organization.
- Familiarity with SAGE 300 & ERP cloud
- Familiarity with Microsoft Navision Dynamic, MS-suit
- Analytical skills: Ability to analyse both numeric and verbal data correctly to identify critical connections and patterns to recommend appropriate actions and make tactical decisions.
- Problem solving skills: I proactively identified and analysed problems to recommend alternative and sustainable solutions
- Time management skills: I used my time effectively and efficiently without feeling stressed and got my tasks done on time.
- Attention to detail: monitored and ensured all operational processes and policies are correctly and consistently adhered to across the organization