

ONI SAMUEL OLAKUNLE

STORE / INVENTORY & PROCUREMENT OFFICER

Ilorin, Kwara State, Nigeria | olakunle013@gmail.com | 07032329769 / 09032063518

PROFESSIONAL SUMMARY

Results-driven Inventory & Procurement Officer with 1+ year managing ₦50M+ monthly construction materials and fuel logistics at CPN. Achieved zero-variance in 3 consecutive quarterly audits through strict GRN/GIV controls and cycle counts. Reduced fuel loss by 18% via mileage-based dispensing for 15+ trucks, saving ₦350,000+ monthly. Skilled in vendor coordination, cost control, LPO processing, and audit-compliant documentation. Seeking Procurement roles in FMCG, oil & gas, or logistics to drive operational efficiency and savings.

CORE COMPETENCIES

Procurement & Sourcing: Vendor Management | 3-Quote Bidding | LPO/GRN/GIV Processing | Price Negotiation | Contract Compliance

Inventory Control: ₦50M+ Stock Management | 98%+ Accuracy | Cycle Counts | Variance Analysis | FIFO | Expiry/Wastage Reduction

Cost Optimization: Fuel Consumption Audits | Mileage-Based Tracking | Emergency Purchase Reduction | Loss/Theft Prevention

Systems & Reporting: MS Excel | Inventory Software | Bin Cards | Stock Registers | Weekly/Monthly Reports

Compliance: HSE Storage Standards | Audit Trail Management | Regulatory Documentation | Stock Reconciliation

PROFESSIONAL EXPERIENCE

STORE / INVENTORY & PROCUREMENT OFFICER

CPN – Construction Products of Nigeria | Ilorin | Apr 2025 – May 2026

- Managed ₦50M+ monthly inventory of cement, diesel, spare parts, and tools with 98%+ accuracy through daily bin card updates and cycle counts
- Cut fuel costs by 18% by implementing mileage-based dispensing controls for 35+ fleet trucks, saving ₦350,000+ monthly and preventing diversion/theft
- Processed 200+ GRNs & GIVs monthly with 100% accuracy, verifying all deliveries against LPOs to block over-invoicing and supplier disputes
- Conducted monthly stocktaking and reconciled physical counts to system records, achieving zero-discrepancy audits during 3 consecutive quarterly reviews
- Enforced FIFO stock rotation, minimizing expired/obsolete materials and reducing wastage by 20%, saving ₦400,000+ quarterly
- Coordinated timely dispatch to project sites, ensuring 95%+ on-time delivery and preventing construction downtime
- Generated weekly/monthly inventory reports for management, supporting procurement forecasting and budget planning
- Liaised with procurement, logistics, and production to forecast demand and prevent stockouts on active sites

Reason for leaving: Company-wide retrenchment affecting staff under 3 years

ELECTORAL REGISTRATION & DISTRIBUTION OFFICER

INEC – Edo State | Edo State | May 2024 – Sep 2024

- Managed chain-of-custody distribution for 500+ Permanent Voter Cards with strict ID verification and zero loss
- Served as Presiding Officer for 2024 Edo gubernatorial election, controlling sensitive ballot materials and reconciling counts with 100% accuracy
- Maintained meticulous documentation of voter data and material usage per INEC compliance guidelines

RECEPTIONIST

Lylus Hotel and Suite | | 2020 – 2021

- Controlled inventory of guest supplies and coordinated with housekeeping/procurement teams to prevent stockouts
- Managed front desk operations for 40+ room hotel, including daily revenue reconciliation and guest record management

SALES REPRESENTATIVE

Fone Mart / Nokia Company | | 2012 – 2016

- Exceeded monthly sales targets by 15–20% through consultative selling and supplier product knowledge
- Managed retail inventory: tracked stock levels, requested replenishment, and reduced shrinkage through disciplined stocktaking

EDUCATION

B.Sc. Geography

Usmanu Danfodiyo University, Sokoto | *Graduated August 2023*

LEADERSHIP

President – Dept. of Geography Christian Student Fellowship, UDUS | 2021 – 2023

ADDITIONAL INFORMATION

Languages: English (Fluent), Yoruba (Native)

References: Available on request