

ENIKE ANTHONY OTAFIA

Warehouse & Inventory Management Professional

+234-802 367 1388 • enikty@yahoo.com • enikth786@gmail.com

Lafiaji Road, Lekki, Lagos

PROFESSIONAL SUMMARY

Results-driven Warehouse & Inventory Management professional with 6+ years of hands-on experience in stock control, procurement, warehousing operations, and supply chain coordination. Proven track record of reducing waste, optimising stock accuracy, and improving profitability through disciplined inventory management. Proficient in inventory software (RetailMan), FIFO/FEFO warehousing models, and supplier liaison. Combines a strong analytical background in geology and environmental sciences with meticulous attention to detail and robust organisational skills.

CORE COMPETENCIES

- ✓ Stock Control & Inventory Accuracy ✓ Warehouse FIFO/FEFO Management ✓ Procurement & Supplier Liaison
- ✓ RetailMan Inventory Software ✓ Excel (Data Analysis) ✓ Expiry & Shelf-Life Tracking
- ✓ Quality Inspection & Standards Compliance ✓ Production Line Coordination ✓ Administrative & Records Management
- ✓ Waste Reduction & Cost Optimisation ✓ Team Leadership & Cross-functional Collaboration ✓ Report Writing & Data Interpretation

PROFESSIONAL EXPERIENCE

Purchasing, Warehousing & Inventory Manager | UBA Pharmacy & Supermarket

Lagos, Nigeria • April 2020 – Present

- Managed end-to-end inventory cycle including stock requisition, receiving, storage, and dispatch across pharmacy and supermarket departments.
- Utilised RetailMan inventory software for real-time stock data computation and shelf-to-system quantity reconciliation.
- Implemented proactive expiry-date tracking system, eliminating spoilage and reducing wastage significantly — directly improving company profitability.
- Acted as principal liaison between suppliers and the company, ensuring on-time and accurate deliveries with quality compliance checks.
- Inspected incoming products for defects and adherence to quality standards, escalating inconsistencies appropriately.
- Identified and resolved supply chain inefficiencies, recommending and implementing delivery optimisation strategies.
- Maintained accurate inventory records ensuring consistent balance between physical shelf counts and system data.
- Championed customer satisfaction by ensuring continuous product availability and quality on the shop floor.

Production Line Coordinator | PZ Wilmar

Ikorodu, Lagos • August 2018 – February 2020

- Coordinated smooth daily operation of the production line, overseeing workflow from raw material intake to finished product packaging.
- Maintained machine and conveyor belt maintenance schedules, liaising with technical teams to minimise downtime.
- Implemented strict product coding and packaging standards, increasing coded output per hour.
- Conducted monthly stock-taking exercises to ensure full accountability across the production and warehousing chain.
- Applied FIFO warehousing model to finished goods storage, reducing the risk of stock obsolescence.
- Enforced all health and safety protocols, coordinating with safety officers to protect worker welfare.
- Achieved a monthly production target of 5,000 pallets, contributing to increased customer demand and market expansion.

Administrative Manager | Duraclean Chemicals and Allied Products Ltd

Ikeja, Lagos • April 2013 – March 2017

- Supervised day-to-day administrative and operational functions, ensuring efficient departmental coordination.
- Designed and implemented improved administrative systems, policies, and procedures for information management.
- Organised and maintained filing systems (physical and digital) for accurate records retrieval.
- Contributed to scaling production capacity from 50% to 80% of installed capacity through process improvements.
- Supported wider market penetration initiatives, enhancing the company's competitive positioning.

Environmental Consultant | Environmental Assessment and Evaluation Company Ltd

Ikeja, Lagos • July 2005 – January 2013

- Collected, coded, and stored field soil, water, and drilled core samples with strict chain-of-custody compliance.
- Delivered qualitative and quantitative analysis reports meeting WHO standards for government and corporate clients including PHCN, NNPC, and FMENV.
- Developed community questionnaires to assess project impact awareness — demonstrating strong stakeholder engagement.
- Provided environmental impact/audit assessments for high-profile projects including Bayelsa State Airport.
- Designed and delivered environmental training programmes for PHCN and banking sector staff.

Field Maintenance Technologist | Constain West Africa Ltd

Ebute Meta, Lagos • March 2003 – June 2005

- Supervised test well drilling operations along railway tracks, ensuring accuracy and site safety at all times.
- Introduced structured safety drills that significantly reduced personnel accidents and incidents on-site.

KEY ACHIEVEMENTS

- Eliminated product spoilage losses at UBA Pharmacy & Supermarket through a systematic expiry-tracking protocol, directly boosting profitability.
- Scaled PZ Wilmar's monthly production output to 5,000 palettes through rigorous line coordination and FIFO warehousing discipline.
- Drove Duraclean Chemicals' production capacity from 50% to 80%, contributing to expanded market penetration.
- Delivered WHO-compliant environmental reports for national-level clients including NNPC and PHCN, demonstrating excellence in data integrity and reporting.

EDUCATION

Bachelor of Science (B.Sc.) – Geology

University of Nigeria, Nsukka • 1998

PROFESSIONAL CERTIFICATIONS

- Project Management Certification – 2019
- Computer Diploma – Masters Computer Training Centre, 2002

TECHNICAL SKILLS

Inventory Software: RetailMan POS & Inventory System

Spreadsheets: Microsoft Excel (data analysis, stock computation)

Warehouse Methods: FIFO, FEFO, expiry-date tracking, stock reconciliation

Quality & Compliance: Product inspection, defect reporting, WHO-standard analysis

Other Computer Skills: MS Office Suite, filing systems, report writing

REFERENCE

Mr. Moses Olajide

Mall Manager, UBA Supermarket | +234 8077452860

Additional references available upon request.