



GBOGBOADE MICHAEL ADENIYI

WAREHOUSE AND INVENTORY OFFICER.

PROFILE

A motivated and growth focused professional with dynamic experience across industries.

Proficient in verbal and written communication, providing a steadfast commitment to work, maximizing satisfaction and long-lasting connection with co-workers. To contribute my skills and experience towards the organization growth and success.

CONTACT

☐ PHONE:

**07057796937, 08130109174,
08037554001**

• ADDRESS:

**5 Mba Lane, off Mba Street, Ajegunle
Apapa, Lagos, Nigeria.**

• EMAIL:

adeniyimykell@gmail.com

PERSONALDATA

- Sex: Male
- Martial Status: Single
- Date of Birth: 25th April 1999
- State of Origin: OgunState
- LGA: Abeokuta South
- Nationality: Nigerian
- Religion: Judaism
- Language: English, Yoruba,

EDUCATION

- FIRST D EKO INTERNATIONAL SCHOOL, LAGOS STATE, NIGERIA.

First leaving School Certificate.

2008-2010

- UNITED CHRISTIAN SECONDARY SCHOOL, APAPA, LAGOS STATE, NIGERIA.

West African Senior School Certificate.

2014 – 2016

- FEDERAL UNIVERSITY OF PETROLEUM RESOURCES, EFFURUN, DELTA STATE.

BSc.IndustrialChemistry (Second Class Upper Division)

2019-2023

CERTIFICATIONS

- PARAIGM COMPUTER INITIATIVE, LAGOSSTATE, NIGERIA.

Diploma in Computer Appreciation

2017

- NIGERIA INSTITUTE OF INFORMATION AND TECHNOLOGY (NIIT) SURULERE CENTER, LAGOS STATE, NIGERIA.

Certificate in Designing Creative Publication DCP.

2017

- NIGERIA INSTITUTE OF INFORMATION AND TECHNOLOGY (NIIT) SURULERE CENTER, LAGOS STATE, NIGERIA.

Certificate in Computer Maintenance and TroubleShooting (A+ & N+)

2018

THESIS

Extraction, Proximate Analysis and AntiMicrobial Activities of Justicia Flava.

INTERESTS

- MUSIC
- VIDEO GAMES
- ARTIFICIAL INTELLIGENCE
- MINDFULNESS
- DATA GATHERING

SKILLS & COMPETENCES

- RESEARCH AND STRATEGY
- STRATEGIC THINKING
- SOLUTION SELLING
- TEAMWORK
- TIME MANAGEMENT

SPECIAL RECOGNITIONS

- Young best entrepreneur, junior achievement society, 2017.
- Most outstanding school prefect, United Christian secondary school, 2018.
- Student Chemical Society of Nigeria, Most outstanding Student, 2022.
- Student Chemical Society of Nigeria, Most outstanding Student, 2023
- Student Chemical Society of Nigeria, Most influential male student, 2022
- Student Chemical Society of Nigeria, Most influential male student, 2023
- Department Of Chemistry,

- CMK CULINARY ART SCHOOL, OSOLO, LAGOS STATE, NIGERIA.

LEVEL 2 CITY AND GUILD OF LONDON IN AVANCED COOKERY.
2019

- ANTHENA GLOBAL EDUCATION (UNIATHENA) MAGDALEN, UNITED KINGDOM.

Executive Diploma in data analysis and science.
2020

- ANTHENA GLOBAL EDUCATION (UNIATHENA) MAGDALEN, UNITED KINGDOM.

Executive Diploma in 5S and 6Sigma Warehousing Operation.
2022

- ANTHENA GLOBAL EDUCATION (UNIATHENA) MAGDALEN, UNITED KINGDOM.

Executive Diploma in Environment Health and Safety Management.
2024.

- PROJECT MANAGEMENT INSTITUTE (PMI), UNITED KINGDOM.

Professional Certification in Project Management (PMP)
2024.

WORKING EXPERIENCE

WAREHOUSE OFFICE ASSITANT. RAW MATERIAL AND PRODUCTION MATERIAL WAREHOUSE, THE LACASERA COMPANY PLC, AMUWO ODOFIN INDUSTRIAL ESTATE, MILE 2, LAGOS STATE, NIGERIA. 2018– 2019.

- **Inventory Management Support:** Assisted in overseeing the inventory management process using FIFO (First In, First Out) and FEFO (First Expired, First Out) methodologies, leading to a 20% reduction in discrepancies and a significant decrease in expired stock.
- **Data Entry and Reporting:** Accurately entered and maintained data for over [number] SKUs, ensuring real-time updates to inventory levels. Developed and implemented streamlined reporting procedures that improved reporting accuracy by 15% and reduced time spent on monthly reconciliations.
- **Communication Coordination:** Served as the liaison between warehouse staff and management, facilitating efficient communication to address operational challenges. Coordinated regular meetings and updates that improved cross-departmental collaboration and operational transparency.
- **Order Processing:** Efficiently managed the processing of

Overall Bestgraduating Student, 2023.

- St. John de Baptist Chaplaincy, Most diligent and outstanding worker, 2022.
- St. John d Baptist Chaplaincy, Most diligent and outstanding worker, 2023.
- St. John d Baptist Chaplaincy, Best Dressed Male 2022.
- St. John d Baptist Chaplaincy, Best Dressed Male 2023.
- Best part leader, St. John d Baptist Chaplaincy Choir, 2022.

SPORT

INDOOR: Cards, Monopoly, Scrabble.

OUTDOOR: Volley Ball.

SOFTSKILLS

MsWords
Ms Excel
MsPowerPoint
Ms AccessSAP
Quick book
Adobe Indesign
Adobe photoshop
Adobe illustrator

REFEREES

Available on Request

incoming and outgoing shipments, ensuring all documentation was accurate and compliant with company standards. Reduced order processing time by 25% through the implementation of standardized procedures and workflow enhancements.

- **Document Management:** Organized and maintained an electronic and physical filing system for shipping and receiving documents, resulting in improved document retrieval times by 30% and enhanced overall organization within the warehouse office.
- **Customer Service Support:** Provided exceptional support to customers and vendors by addressing inquiries, resolving issues, and processing returns. Contributed to a 10% increase in customer satisfaction scores through timely and effective communication.
- **Inventory Audits:** Assisted in conducting regular inventory audits to ensure compliance with company policies and accuracy in reporting. Helped identify and rectify discrepancies, contributing to a 15% improvement in inventory accuracy.

WAREHOUSE STOREKEEPER \ INVENTORY OFFICER. FINISHED GOODS WAREHOUSE, THE LACASERA COMPANY PLC, AMUWO ODOFIN INDUSTRIAL ESTATE, MILE 2, LAGOS STATE, NIGERIA. 2019– 2021.

- **Implemented FIFO Method:** Successfully introduced and maintained the FIFO inventory system, achieving a 25% reduction in product obsolescence and spoilage.
- **Staff Training and Compliance:** Developed training programs for warehouse staff on FIFO procedures, resulting in a 30% improvement in compliance and workflow efficiency.
- **Inventory Audits:** Conducted regular inventory audits to ensure proper stock rotation, minimizing waste and maximizing product lifespan.
- **FEFO Strategy Development:** Created and executed a FEFO inventory strategy for perishable goods, leading to a 40% reduction in spoilage and enhanced product freshness.
- **Expiration Tracking System:** Implemented an expiration tracking system that improved product safety and customer satisfaction, with a reported 10% increase in positive feedback.
- **Supplier Coordination:** Collaborated with suppliers to prioritize shipments based on expiration dates, increasing sales of perishable items.

WAREHOUSE SHIFT SUPERVISOR \ PROCUREMENT OFFICER FINISHED GOODS WAREHOUSE, THE LACASERA

**COMPANY PLC, AMUWO ODOFIN INDUSTRIAL ESTATE, MILE 2,
LAGOS STATE, NIGERIA. 2021 – 2024.**

- ❑ **Team Leadership:** Supervise a team of 20 warehouse associates, providing guidance and support to enhance productivity and ensure adherence to safety and operational protocols. Foster a positive work environment that promotes teamwork and high performance.
- ❑ **Operational Efficiency:** Streamlined warehouse operations by implementing best practices for inventory management, utilizing FIFO (First In, First Out) and FEFO (First Expired, First Out) methods. Achieved a 30% increase in order fulfillment accuracy and a 20% reduction in order processing time.
- ❑ **Training and Development:** Developed and conducted training programs for new hires and existing staff on safety protocols, equipment operation, and inventory management systems. Improved staff competency and reduced onboarding time by 25%.
- ❑ **Inventory Control:** Over saw daily inventory counts and audits, ensuring accuracy and compliance with company standards. Implemented corrective actions for discrepancies, resulting in a 15% improvement in inventory accuracy over.
- ❑ **Safety Compliance:** Ensured compliance with OSHA regulations and company safety standards, leading to a zero-accident record over [specific time period]. Conducted regular safety meetings and drills, fostering a culture of safety awareness among staff.
- ❑ **Performance Monitoring:** Utilized key performance indicators (KPIs) to monitor team productivity and operational performance. Conducted performance reviews and provided feedback to team members, which improved overall team efficiency by 20%.
- ❑ **Conflict Resolution:** Addressed and resolved employee conflicts and operational issues promptly and effectively, maintaining a harmonious work environment and ensuring minimal disruption to operations.
- ❑ **Communication and Reporting:** Maintained clear communication with upper management regarding operational challenges, staffing needs, and inventory levels. Prepared and submitted regular reports on shift performance and productivity metrics.
- ❑ **Cost Reduction Initiatives:** Spearheaded a cost reduction strategy that achieved a 15% decrease in procurement expenses over two years. This involved thorough market analysis and negotiation, resulting in significant savings while maintaining quality.
- ❑ **Vendor Relationship Management:** Cultivated and strengthened partnerships with key suppliers, which improved service delivery metrics. This effort led to a 20% increase in on-time deliveries and enhanced collaboration on product development.
- ❑ **Process Optimization:** Led a project to streamline procurement processes, implementing new software and work flows that reduced order processing time by 30%. This initiative enhanced overall operational efficiency and increased stakeholder satisfaction.
- ❑ **Sustainability Practices:** Championed sustainable sourcing initiatives, increasing the percentage of eco-friendly suppliers by 40%. Developed criteria for evaluating suppliers on sustainability metrics, aligning procurement strategies with corporate social responsibility objectives.
- ❑ **Market Research:** Conducted extensive market research to identify and evaluate potential new suppliers, resulting in a 25% increase in product variety. This initiative not only reduced lead times but also introduced innovative solutions that met changing market demands.
- ❑ **Risk Management:** Developed a comprehensive risk assessment framework for the procurement process, which proactively identified potential supply chain disruptions. This approach ensured business continuity during critical periods, safeguarding operations against external shocks.
- ❑ **Training and Development:** Designed and implemented a training program for junior procurement staff, which improved compliance with procurement policies by 50%. This initiative enhanced team capabilities and fostered a culture of continuous learning and improvement.
- ❑ **Data-Driven Decision Making:** Leveraged data analytics tools to inform procurement decisions, resulting in a 10% improvement in budget adherence across various projects. Developed dashboards for real-time tracking of key performance indicators, facilitating better strategic planning.

- **Contract Management:** Successfully managed and renegotiated supplier contracts totaling over \$1 million, achieving favorable terms that led to significant cost savings. Implemented a contract lifecycle management system to enhance oversight and compliance.

Effective use of SAP SYSTEM APPLICATION PROGRAM SOFTWARE MATERIAL MANAGEMENT

- **Achievement:**

- Raising delivery notes for materials to enduser using VA01.
- Creating and raising STO stock transfer order for interplant transfer and depots using me21n
- Posting and receiving materials using production Migo using MM/IM.
- Running material dispatched report using MB51
- Checking Material available in the environment using LS26
- Raising GRN with PO using LP10
- Raising material Requisition for daily activities.
- Directingbpicking for PO using LP10
- Change transfer requirement using LB02
- Warehouse activity monitor using LL01
- Displaying warehouse master record using LS03
- Creating transfer order from delivery note using LT03
- Stock removal of shipping units using LT0D
- Display transfer order using LT21
- Change transfer order using LT1A and so on.

Effective Use of Microsoft application software such as MsWord, MsExcel, and Ms Powerpoint.

- **Achievement:**

- Typesetting of documents and sheet using Ms Word.
- Making spreadsheet for report and other inventory management.
- Creating presentation slide for presentation.