

ALADE PETER OLAYINKA

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INVENTORY OFFICER

PROFESSIONAL SUMMARY

Inventory and Materials Management Professional with over 4 years of experience across construction, FMCG distribution, and food production sectors. Proven ability to maintain 99% inventory accuracy, reduce excess inventory by 20%, improve reporting efficiency by 35%, and optimize stock availability and warehouse processes. Strong expertise in inventory reconciliation, cycle counting, demand planning, FIFO/FEFO, SAP MM, Zoho Inventory, Excel reporting, and materials coordination.

CORE COMPETENCIES

- Inventory & Stock Control Management
- Physical Stock Counts & Cycle Counting
- Demand Planning & Reorder Management
- Warehouse Operations & Optimization
- Microsoft Excel Reporting & Data Analysis
- Audit Documentation & Accountability
- Inventory Reconciliation & Variance Analysis
- Construction Materials Inventory
- FIFO / FEFO Stock Rotation
- ERP Systems (SAP MM, Zoho Inventory)
- Materials Consumption Monitoring
- Cross-Functional Collaboration

PROFESSIONAL EXPERIENCE

Inventory Officer – BNA Nigeria Limited (Construction Company) | May 2025 – Present | Lagos

- Manage inventory for construction materials including cement, reinforcement steel, aggregates, tools, and equipment.
- Conduct physical stock counts, reconciliation, and variance analysis to maintain 99% stock accuracy.
- Coordinate with project managers and procurement teams to ensure uninterrupted material availability.
- Improved reporting efficiency by 35% through implementation of structured digital tracking systems.
- Monitor material consumption rates to reduce waste and prevent project cost overruns.
- Maintain proper documentation to support audit and accountability requirements.

Inventory Manager – Betty Distribution (FMCG Distribution) | Feb 2023 – Dec 2024 | Lagos

- Managed warehouse inventory handling over 800 SKUs across multiple product categories.
- Reduced excess and slow-moving stock by 20% through improved demand planning and monitoring.
- Maintained 99% stock accuracy via structured cycle counts and reconciliation processes.
- Reduced supplier lead times by 25% through effective vendor coordination and reorder scheduling.
- Improved warehouse productivity by 40% through layout restructuring and workflow optimization.
- Supervised warehouse staff and ensured compliance with safety and operational standards.

Inventory Officer – Aladex Bakery (Food Production) | Jan 2021 – Feb 2023 | Lagos

- Managed raw materials and finished goods inventory in a production-driven environment.
- Improved order processing time by 30% through enhanced coordination with production and procurement units.
- Reduced material wastage through implementation of FIFO stock rotation system.
- Prepared weekly and monthly inventory reports to support forecasting and purchasing decisions.
- Conducted routine physical stock verification and maintained accurate documentation.

Public Enlightenment Officer (NYSC) – Lagos State Ministry of Information | Jun 2019 – Jun 2020 | Lagos

- Managed logistics and tracking of outreach materials across multiple distribution locations.
- Coordinated documentation and ensured proper allocation of campaign resources.
- Maintained accountability records for distributed materials and supplies.

TECHNICAL SKILLS

- SAP MM – Goods Receipt (GRN), Stock Posting, Material Movement, Reporting

- Zoho Inventory – Stock Tracking & Reorder Automation
- Microsoft Excel – Pivot Tables, Lookup Functions, Data Analysis
- Inventory Management Systems & ERP Platforms
- Inventory Variance Analysis & Reporting

EDUCATION

Bachelor of Arts (B.A.) – History & International Studies | Lagos State University | 2019

REFEREES

Available upon request.