

**ADEBOYE**

**ADEBOYE.373325@2freemail.com**

**PROFILE**

Dynamic and driven professional offering 6+ years of progressive work experience within diversified industries. Proactive team leader with strong analytical, problem solving, coordination and communication skills. Presently looking for a more challenging work profile to share gained knowledge, developed expertise and leadership skills.

**STRENGHTS**

+ Proven work experience + Team spirit & leadership capabilities

+ Excellent customer service orientation + Strict adherence to set policies and standard

+ Accurate, Detailed-Oriented and Organized + Purchasing & logistics operations expertise

**QUALIFICATION**

**Bachelor of Science in Economics**, University of Jos, Jos, Nigeria 2010

**Advance Level Certificate**, Kwara State Polytechnic, Ilorin, Nigeria 2005

**Proficiency Certificate in Management (PCM)**, Nigeria Institute of Management 2010

**Graduate, IOSH Certificate in Managing Safely**, Dubai, UAE 2013

**Graduate, NEBOSH International General Certificate in Occupational Health and safety**, UAE 2013

**CAREER SNAPSHOT**

**Document Controller, National Bank of Fujairah** Jul 2014 – Sept 2017

**Marketing Executive**, Libra Facilities Management, UAE, Feb 2013 - Jun 2014

**Purchasing Officer**, Jubaili Bros Engineering Limited, Lagos, Nigeria Jan 2011- Jan 2013

**PROVEN CAPABILTIES**

**Document Controller, National Bank of Fujairah**

* Scanning (EDMS) and storing of document electronically for easy access and retrieval
* Receiving, sorting and distributing incoming couriers both international and local couriers
* Releasing documents including guarantees, export letter of credit, import letter of credit, import collections etc to the customer.
* Prepare outgoing mail/courier (aramex, empost and dhl) including inter-branch local couriers
* Organizing and maintaining both manual and electronic filing of records and document
* Prepare and maintains files of document transferred from the branch to the warehouse (infoFort)
* Interacting and assisting customers in handling their enquiries and initiate required actions in response to their request
* Prepare and maintains files of document transferred to the warehouse
* Faxing and scanning official document to customers
* Providing general administrative/appropriate support to office staffs.

**Marketing Executive**

* Meeting with old and potential client to discuss business relationship
* Negotiating contract terms with client and sending quotations
* Telemarketing and developing continous business relationship with new and old client
* Daily cold calling for business development
* Convincing potential client on the need to take our services and closing deals
* Encourage repeat business by networking with current clients.
* Coordinate with client regarding staffs performances
* Preparing monthly time sheet and submitting to client
* Ensure proper training of staffs before deployment to site or work location
* Evaluate staff effectiveness and keeping all necessary records/inventory
* Develop and prepare staff duty schedule for all site and work locations
* Developing new service line and increasing company profitability

**Procurement Management**

* Engage in planning, sourcing, buying & monitoring of procurement for the company in a cost effective manner
* Receive requisition from heads of user departments or store keeper for materials to be purchased
* Prepare, issue and transact purchase orders. Expedite placement to ensure timely material delivery
* Conduct price and cost analysis of proposals as well as handle duties related to vendor relations such as contract management, negotiations, logistics coordination, timely deliveries and inventory-cost control
* Evaluate completeness and accuracy of P.O documents and related data like reconciliations and inventories
* Develop and implement purchasing and contract management instructions, policies and procedures.
* Collect invoices and coordinate with Accounts Department for prompt payment.
* Input AR/AP records in Purchase Register (P.R.) and maintain efficient and up-to-date file for verification, references or ISO Audit purpose.
* Monitor vendor reliability and dependability
* Interact with vendor and supplier to discuss production, sample requests and other pertinent issues.
* Preserve highest ethical standards and adhere to company policy and sound business practices.

**Training Attended**

* Information Security (Mandatory) 2017
* Anti-Money Laundering (Mandatory) 2017
* Fraud Awareness (Mandatory) 2017
* Credit Cards (for Retail) 2017
* Islamic Banking (for Retail) 2017

**Other Work Experience & Extra Curricular Activities**

* **Volunteer,** Pro-health International, Nigeria 2008 - 2010

**IT Skills & Training**

* **Computer Application,** Microsoft IT Academy, University of Jos, Nigeria 2010