### *tomi*

**UAE Driver License (Manual)**

**A person wearing a suit and tie

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## Warehouse/Logistics/Supply Chain/Procurement

##### Experienced warehouse, Procurement, Logistics professional with a demonstrated history of working in the multinational industry. Skilled in SAP, Microsoft Dynamics NAV & Warehouse Management System (LFS), Microsoft Word, Supply Chain Optimization, Warehouse ERP systems/ Sage ERP System, Processes and Customer Service.

# Area of Expertise

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| --- | --- | --- |
| * **SAP Experienced** * **Transport management system (TMS)** * **Understanding of the ERP** * **Standard Operating Procedure trainer** * **Warehouse Managements System (LFS)** * **Knowledge of law/regulation and contrary.** | * **Understanding of supply chain Management process** * **Advance Planning and Organizing skills** * **Advance communication skills** * **Execution with excellence** * **Leadership** * **Microsoft Dynamics (NAV)** * **Leadership&Communication** | * **Ability to identify and implement improvements** * **Excellent attention to details** * **Ability to handle multi-functional warehouse activities.** * **Forklifts operating.** |

# Professional Experience

Logistics Executive/Warehouse Supervisor 2018 – Till Date

**Summary of Skills WMS in Use: WMS (lfs), ACCPAC.**

**Responsibilities**: -

* Coordinate and oversee all warehouse logistics.
* Supervise and direct warehouse staff; put worker safety as a top priority.
* Track and account for all incoming and outgoing products.
* Confirm proper and timely delivery of products.
* Perform various inventory counts; order supplies and goods as needed.
* Supervise all forklift operations.
* Maintain warehouse and machinery, ensuring equipment is serviced when needed and a clean and tidy workspace is kept at all times.
* Maintain shipping documentation, manifests, and receipts; enter relevant data in reports as needed.
* Ensure that shipment materials match packing lists before dispatching orders.
* Assist in the hiring and training process of new warehouse staff.
* Ensure proper transport, packaging, and placement of products.
* Motivate and lead warehouse staff to effectively carry out given tasks.
* Abide by and enforce facility rules and state laws and regulations.
* Improve warehouse work processes through strategic planning in order to create a more efficient fulfillment system.

**GLOBAL CATERING SERVICES LLC**, (location), Dubai UAE. 2016 – 2018

Food & Beverages Inventory/Warehouse Supervisor.

**Summary of Skills ERP in Use: Microsoft Dynamics NAV**

* Oversee and coordinate the inventory planning related to reorder level-based items for each plant with the respective outlet planning function to ensure that all relevant inputs have been accounted for in an accurate and realistic manner and the inventory levels are maintained / re-ordered accordingly.
* Possess record-keeping, filing and organizational skills.
* Excellent communication skills.
* Experience in stock checking and maintaining inventory.
* Computer skills, and Microsoft Dynamics NAV.
* Excellent analysis, computer, and computer skills.

**Responsibilities:** -

* Oversees material tracking system to make sure that customer receives real-time material status information and reports as needed.
* Verifies that all customer routing instructions are being followed.
* Perform materials forecasting for critical material needs in conjunction with Purchasing, Operations.
* Interact with materials suppliers on key materials requirements.
* Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
* Plan and track the shipment of final products according to customer requirements.
* Responsible for data inputting into the appropriate reporting systems.
* Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of good.
* Organize and maintain inventory and storage area
* Maintaining accurate inventory. Process, package and ship orders accurately.
* Perform inventory cycle counts as assigned. Troubleshoot inventory discrepancies and root cause analysis.

**BETTER LIFE DAILY BREAD**, (location), Nigeria 2010 – 2015

Production Admin Clerk & Supervisor

**Responsibilities**: -

* Plan, Organize, Supervise and participate in daily warehouse operation activities, including the receipts, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.
* Train, supervise and evaluate the performance of assigned employees, assign workload to factory workers.
* Receive, unload, load, issue, put away, and deliver material to the production and shipment with picklist.
* Route, schedule, pick and prepare order for delivery and pick-ups.
* Supervise the process of requisitions and request to invoice for reimbursements of warehouse codes; complete requisition for needed materials to assure adequate stock level.
* Prepare and maintain a variety of records and logs and prepare report as required; maintain inventory of items in the warehouse; file records as required; supervise the assembly of inventory printout and catalogs as required.
* Monitor automated warehousing system; operate a computer to enter data, correct errors and control key screens as required.
* Operate and demonstrate use of specialized warehouse equipment as necessary; assure proper and routine maintenance and servicing of warehouse vehicles and
* equipment.
* Identify and report on frequent issues that create inventory discrepancies and suggest corrective actions to be implemented to avoid re occurrences of the problems.
* Prepare invoice and packing list in ERP (SAP) system upon receiving dispatch Notes.
* Owns daily data integrity for the site.
* Handling shipment In-Transit related communication with distributor’s appointed agent.
* Shipment posting knowledge.
* Co-ordinate with Warehouse staff on product storage based on FIFO method.

# SPECIAL TRAINING& AWARDS

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| --- | --- |
| * SAP MMCS key user training (Nigeria) * Transport Management Training * Warehouse Management System LFS   *AWARDS*   * Best control self-assessment (CSA) * Best in class FP reject management system * Best customers on time delivery | * Team Leader Empowerment Training * Why Analysis Training * Microsoft Dynamics * Sage 300 * Record Shipment Award * Best Shipment Team Leader * SAP Vertical Start-up |

# Education &Certifications

**Psychology (Bachelor’s Degree),**University of Ibadan 2009

**Sociology (Bachelor’s Degree),** University of Lagos 2013

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I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>