**CURRICULUM VITAE**

|  |  |
| --- | --- |
| **AKANNI** Abu Dhabi, United Arab Emirates. E-mail: akanni.354889@2freemail.com United Arab Emirates  | F:\MY FILE\PHOTO PASSPORT.jpg |

***CAREER OBJECTIVES***

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge with over 14 years’ experience regarding Shipping Logistics Supervisor, Warehouse Coordinator, Procurement, Inventory Control and Health and Safety administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Abdulahi now looking for a career advancement opportunity with a company that will allow him to develop his skills & potentiality. To be able to enhance my career, Shipping Logistics in transmission distribution lines, and Occupational health and safety and utilize the knowledge and skills gleaned from my graduate studies in Business Administration. Also versatile in Microsoft Word, Excel and Oracle Data Access

**PERSONAL INFORMATIONS**

|  |  |  |
| --- | --- | --- |
| Nationality | : | Nigeria |
| Date of Birth | : | 19th Feb 1984 |
| Place of Birth | : | Lagos, Nigeria  |
| Gender | : | Male |
| Marital Status | : | Single  |
| Visa Status | : | Employment  |

**EDUCATION**

[**Bachelor of Business Administration(Education Management)**](http://www.careerfaqs.com.au/courses/sports-management/bachelor-of-business-sport-management/)

Olabisi Onabanjo University
Graduated: 2010

[**Diploma in Marketing ( Management)**](http://www.careerfaqs.com.au/courses/sports-management/bachelor-of-business-sport-management/)

Olabisi Onabanjo University
Graduated: 2005

**Senior Secondary School Certificate(SSCE)**

West African Examination Council (WAEC)
Graduated: 2002

[**Certificate in Sports Community Development**](http://www.careerfaqs.com.au/courses/fitness/certificate-iii-in-fitness-fia/)

National Youth Service Corps (NYSC)
Completed: 2012

**Professional Qualifications**

**Education**

**Bachelor of Science In Business Administration (Education Management)** Attested by U.A.E Gov’t

Olabisi Onabanjo University **(Cert No. UG 053442)**
Graduated: 2010

[**Certificate**](http://www.careerfaqs.com.au/courses/fitness/certificate-iii-in-fitness-fia/) **Of National Services** ***(Certificate No. A002086032)***

National Youth Service Corps (NYSC)
Completed: 2012

[**Certificate in Sports Community Development**](http://www.careerfaqs.com.au/courses/fitness/certificate-iii-in-fitness-fia/)

National Youth Service Corps (NYSC)
Completed: 2012

[**Diploma**](http://www.careerfaqs.com.au/courses/sports-management/bachelor-of-business-sport-management/) **In Marketing ( Cert No. SD 003461)**

Olabisi Onabanjo University
Graduated: 2005

**Senior Secondary School Certificate(SSCE) ( Cert No. NGWASSCS 3751842)**

West African Examination Council (WAEC)
Graduated: 2002.

**Professional Development & Training Qualifications**

**Management Professional Certificates**

* **2012 Supply Chain Management Skill Certification: *(Certificate No. G -00051)***
* **2010 Associate Member: Institute of Strategic Management, Nigeria *(Cert No. ISMN/10/2010/A8692)***
* **2011 Graduate Member: Institute of Debt Recovery Practitioners of Nigeria *(Certificate No. G -082)***
* **2011 Proficiency Certificate In Debt Recovery**
* **2012 Project Management Professional Institute New York: PMP *( Cert No. 00913)***
* **Driver’s license, class C (Nigeria)**

**HSE And Materials Handling Certificates**

* ***2017 Permit to Work (Esnaad Adnoc Logistics)***
* **2016 Basic First Aid *(Certificate No. 214431)***
* **2016 Handling of Dangerous Goods Awareness *(Certificate No. 214753)***
* **2016 Fire Fighting *(Certificate No. 214763)***
* **2016 Rigging And Slinging *(Certificate No. 214773)***
* **2016 OSHA professional certificate in Occupational Safety and Health Professional *(Membership No. 261977)***
* **2016 OSHA professional certificate in Safety and Health Committee/Team Member *(Membership No. 261977)***
* **2016 OSHA professional certificate in Occupational Safety and Health Trainer (Train-The-Trainer) *(Membership No. 261977)***
* **OSHA professional certificate in Safety and Health Committee/Team Leader *(Membership No. 261977)***
* **2016 OSHA professional certificate in Occupational Safety and Health Supervisor *(Membership No. 261977)***
* **2016 OSHA professional certificate in Occupational Safety and Health Manager *(Membership No. 261977)***
* **2015 OSHA professional certificate in Occupational safety and health specialist *(Membership No. 261977)***
* **2015 OSHA professional certificate in Employee Occupational Safety and Health *(Membership No. 261977)***
* **2012 Health Safety and Environment Management (HSE Competence Level 2) (2012). Attested. *( Cert No. 00913)***

**Other Qualifications**

* **2012 – 2014 Store/ Safety Officer Certificate (Aster Infrastructure Services Limited, Nigeria/ India 2012- 2014). (CERTIFICATE OF EXPERIENCE)**
* **2012 (NYSC 2012) Federal Road Safety Commission**
* **Nigerian University Education Student Association (DEANS CUP SOCCER COMPETITION – Certificate of Participation *(Winner of Dean’s Cup 2009) Team Captain***
* **Services Limited, Nigeria/ India 2012- 2014).**

**EMPLOYMENT HISTORY**

**05- June- 2016 – Present : Rigger**

**Adnoc Logistics And Services**

**Abu Dhabi, Uae.**

* Offloading and Loading of Materials from the Bolt.
* Bundling of pipe different sizes from deploy location such as Zadco, Adma,Ndc..e.tc.
* Stocking of pipes in various locations of my primary assignment
* Materials weight test
* Trained and educate my colleagues employees on safety policies and procedures by conducting weekly safety meetings which resulted in minimal workplace incidents.
* Daily / weekly reports of Near Miss to HSE suggest box.
* Forecasted stocking requirements to meet desired quantities.
* Accounted for seeing outgoing and incoming shipments loaded and freighted between Vessel and Transportation.
* Maximized readiness by conducting quality control checks, which ensured 100% allowance and distribution.
* Evaluated and analyzed logistic training techniques and job performance.
* Provided recommendations and solutions increasing training effectiveness and proficiency.
* Successfully assisted in the development, planning, and implementation of organizational policy and objectives for logistic allocation.
* Maintained stocking of Pipes, Chemicals formulations and audited transportation documents
* Following the manifest as per client request for delivery of good services
* Contributing to the Safety of the organization to avoid accidents and conduct tools box for fellow workers on routing basis.
* Reporting any on safe act and behavior regarding occupational health and safety during and after daily operations.
* Produced bills of lading and updated shipment status information.
* Displayed the appropriate signage for product and sales promotions.
* Maintain store standard by conducting orientation and store training of new associates.
* Reorganized the sales floor to meet company demands.

**Dec- 2014 – Nov 2015** : **Warehouse and Administrative Manager**

 **Cook N Door (Hotel, Restaurant and Coffee shop) Abu Dhabi, Uae.**

Managed a team of 65 engaged in order fulfillment, customer service and shipping/receiving operations.

* Developed and implemented standardized practices for order processing and fulfillment, staff scheduling, inventory, warehouse operations, and shipping/receiving.
* Streamlined the order entry process that reduced total labor overhead for fulfillment processing.
* Introduced production line best practices, improving shipping volume by 15% daily.
* Established strong working partnerships with transportation service providers that ensured the availability of sufficient resources during peak season.
* Saved 10% on packaging materials and eliminated shortfalls by implementing more accurate inventory processes.
* Oversaw dispatch operations and disbursement activities.
* Created and coordinated driver schedules.

**Sept- 2012 – Nov 2014: Logistics & Store Safety Officer Specialist**

**Aster Private/Infrastructure Ltd(EPC). Lagos/Hyderabad Nigeria/India.**

**Power Transmission Lines Company.**

* Coordinating logistics of five different project locations.
* Lead and establish Vendor Managed Inventory (VMI) set-up between key suppliers and 3PL Logistics in Transmission Line
* Created all required transportation documentation and Declarations for shipments by Highway, Air, and Ocean with zero errors or fines.
* Issuing and receiving materials from various project locations such Stubs, Templates, Cleats, Chimney boxes, Conductors, Earthling wire for erections of Towers.
* Weighed and counted nuts and bolts according to package listing.
* Tracked and received incoming freight and prepared them for inventory
* Established and maintained customer relations with "A" customers telephonically and in person
* Utilized MASS, and Shipping Solutions computer systems to order, tracking and account for raw materials, finished goods, and accomplish documentation for over 200 products
* Primary liaison with over 25 separate vendors and carriers and freight forwarders
* Supervised and assisted in daily safe and timely loading and discharge trucks and vessel containers and accounting of products
* Alternate Purchasing Agent with over 55 vendors for over 150 raw materials and finished goods.
* Trained employees on safety policies and procedures by conducting weekly safety meetings which resulted in minimal warehouse incidents.
* Reduced freight charges by implementing a new shipment diagram which resulted in fewer shipping errors.
* Forecasted stocking requirements to meet desired quantities.
* Resolved inventory related issues to ensure accuracy.
* Processed Bills of Lading for Supply chain carrier planning.
* Picked and posted all materials shipped daily on SAP.
* Assisted in posting raw materials when shorthanded.
* Interface with internal and external customers, freight forwarders, Customs Clearing Agents, and customs. Keep up to date the list of consignments departures and provide Management with regular reports on consignments schedules and ETA/ETD, and ensure receipt on site of shipped materials.
* Daily report to the project Manager and Management.

**Aug - 2010 – May 2011:** **Shipping & Logistics Officer**

**Nigerian Agip Oil Company Portharcout, Nigeria.**

* Apply the provisions of Quality Management System (QMS), particularly with respect to the Purchasing Pipes/ Fittings/Instrumentation & Valves. Review and approve Vendor’s quotations, evaluate the technical spec of materials.
* Material Cataloguing, Data cleansing & enrichment, Walk down & inspection of warehouse items (spare parts), developing buying specification and additional characteristics to accepted standards by taking measurements/inspections.
* Identifying the discrepancies between the actual item characteristics/measurements in stock and the reference documents, capturing the relevant information from Catalogue, drawings and other reference documents.
* Increased same day order shipments from 92% to 99% within three months of taking on position.
* Reviewed daily backorder report and communicated Logistics output to Sales team.
* Negotiated carrier contracts, all materials, office supplies, and outside sourcing.
* Leader for ISO internal auditing, training, and procedure writing.
* Reduced finished goods inventory levels while maintaining on time shipments.
* Conducted personnel and department reviews and processes to be "Best in Class" for both internal and external customers.

**May - 2005 – June 2008: Cargo Shipping and Receiving Clerk**

**Roro Oceanic Shipping Services Apapa Lagos, Nigeria.**

* Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.
* Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons, using stenciling equipment.
* Maintains inventory of shipping materials and supplies.
* Ensure that all transactions are recorded in company database.
* Ensure that the warehouse is cleaned and maintained at all times.
* Make sure that items are loaded onto shipment vehicle in a safe and timely manner.
* Prepared accurate bills of lading for inbound and outbound freight.
* Checked in trucks to confirmed proper load and merchant numbers.
* Printed out day by day truck schedule with proper inbound and outbound load sheets.
* Answered phones and gave directions to carriers.
* Performed the inbound and outbound paperwork

**April - 2003 – March 2005: Junior Shipping Clerk**

**Umarco Nigerian Plc Apapa Lagos, Nigeria.**

* Supported the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale to our customer base.
* Responsible for making arrangements for pick-up by the carrier specified on the customer's purchase order which is conveyed to the shipping clerk by final inspection via the shipping instructions.
* Responsible for keeping an adequate supply of shipping materials on hand at all times.
* Processed outbound shipments; completed order entry and invoicing; assisted with inventory count reporting.
* Unloaded incoming shipments of new merchandise from freight truck.
* Tow Motor, Cherry Picker, and Box Truck Operator.

**Key Skills**

Office procedures.

Excellent team playing and building skill.

Computer literate.

Good administrative and documentation skill.

Policy maintenance, planning and implementation.

Positive minded and self-motivated.

Customer Service.

**Administrative Abilities**

• Maintaining an electronic and hard copy filing system.

• Providing training and orientation for new staff.

• Coordinating and arranging repairs to office equipment

• Comprehensive knowledge of Microsoft Word, Excel and Oracle.

• Scheduling meetings and preparing agendas for them.

• Effective organizational skills.

• Organizing travel & accommodation arrangements.

• Resolving administrative problems.

• Supervising other clerical staff.

• Conducting research on behalf of managers.

• Scheduling and delegating administrative tasks.

• Creating presentations and writing up reports.