

ADEDAMOLA TINUBU

Procurement Manager

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SUMMARY

Dedicated Procurement Manager with a proven track record of strategically managing procurement operations to optimize resource allocation and support organizational efficiency. Skilled in negotiating supplier contracts, maintaining quality assurance, and implementing cost-effective sourcing practices across diverse sectors. Proficient in fostering strong supplier relationships and collaborating across departments to meet procurement and compliance objectives. Committed to upholding ethical procurement standards and delivering exceptional value through strategic planning, analytical expertise, and a focus on sustainable sourcing.

SKILLS

Database Maintenance & Spreadsheet Tracking

Corporate & Articulate Communication

Efficiency Maximization & Enhance Sustainability

Tech Savvy & Holistically Manage Risk

Attention to detail, Accuracy & Transparency

WORK EXPERIENCE

[Agro Traders Limited, Akure, Ondo State](#), Procurement Officer. October 2024 - Present

- Managed procurement of raw cocoa beans, ensuring timely sourcing and delivery of quality materials for processing into semi-finished products.
- Collaborated with warehouse teams to conduct quality assurance checks, ensuring compliance with industry standards and product specifications.
- Worked closely with the export team to facilitate smooth logistics and timely delivery of goods to international markets.
- Partnered with the accounting department to ensure accurate documentation, budgeting, and cost control in procurement activities.

Technical Skills:

- Proficient in procurement processes and supplier management.
- Strong knowledge of quality assurance protocols for agricultural products.
- Skilled in coordinating logistics and export procedures for international shipments.

[RiceAfrika Technologies Limited](#), Brand Strategist, August 2023 - September 2024

- Conducted comprehensive market research to identify trends and shape brand strategies, strengthening

RiceAfrika's position in the agrotech sector.

- Developed and executed branding campaigns, collaborating with cross-functional teams to ensure impactful messaging and market presence.
- Fostered strong relationships with stakeholders, implementing advocacy programs to promote sustainable agricultural practices across Africa.

Technical Skills:

- Proficient in SAP data management for operational efficiency.
- Strong knowledge of agricultural supply chain and procurement processes.
- Expertise in brand performance analytics and marketing ROI tracking.

Special Committee on Rehabilitation of Public Schools, Lagos State, Procurement Assistant Aug. 2020 – July 2023

- Spearheaded procurement operations as a Procurement Assistant/Data Entry Officer for the Special Committee on Rehabilitation of Public Schools in Lagos State, ensuring seamless data entry and procurement processes.
- Implemented meticulous data entry procedures within SAP systems to accurately record procurement transactions, contributing to enhanced transparency and accountability in school rehabilitation efforts.
- Collaborated closely with committee members to generate comprehensive reports on procurement activities, facilitating informed decision-making and resource allocation for school renovation projects.

Technical Skill:

1. SAP: Utilized SAP software for accurate and efficient data entry of procurement transactions and procurement-related activities.
2. Microsoft Excel: Employed Microsoft Excel for organizing and analyzing procurement data, facilitating the generation of comprehensive reports for the Special Committee on Rehabilitation of Public Schools.
3. Database Management System: Leveraged a database management system (e.g., MySQL, Microsoft Access) for storing and managing procurement data securely, ensuring easy retrieval and maintenance of records for audit and reporting purposes.

Lagos State Ministry of Agriculture (NYSC), Agricultural Officer

Aug. 2019 – Jul. 2020

- Excelled as an Agricultural Officer within the Department of Planning, Research, and Statistics at the Ministry of Agriculture, Lagos State, demonstrating adeptness in data entry operations to support agricultural planning initiatives.
- Played a pivotal role in maintaining accurate and up-to-date agricultural data records within SAP systems, ensuring data integrity and reliability for informed decision-making by departmental stakeholders.
- Collaborated closely with agricultural researchers and planners to input agricultural data, generate reports, and analyze trends, contributing significantly to evidence-based policymaking

and strategic agricultural development in Lagos State.

Technicality:

1. Statistical Analysis Software (e.g., SPSS, R): Leveraged statistical analysis software for in-depth analysis of agricultural data, enabling the extraction of meaningful insights to guide agricultural research and planning efforts in Lagos State.

EDUCATION

Ekiti State University, Ado Ekiti, Nigeria.

Jan. 2013 – June. 2018

B.Agric in Agricultural Economics & Extension Services

- Analysed Microcredit Accessibility and Repayment by Small-Scale Agro-Entrepreneurs of Bank of Agriculture (BOA) in Ekiti State for my final year project.

CERTIFICATION

Certificate program in public procurement, The world Bank

Jun 2023

Certificate program in Contract Management, The world Bank.

Jun 2023

REFERENCE

To be made available.