



# Mbiam, Sunday

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## Career Summary

I am a multi-skilled business manager with over 16 years of experience in cost savings, Sales, operations/supply chain mgt(procurement/inventory, logistics), and financial management.

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## Education

<b>M.Sc. in Finance, University of Lagos, Nigeria</b>	2013-2016
<b>MBA (Bus Admin/Mkt), National Open University of Nigeria</b>	2014-2017
<b>BSc. in Accounting, Enugu State University of Science and Tech.</b>	2000-2004
Final Grade: 3.65/5.0. (Second Class Upper Honor).	
<b>Diploma in Supply chain and Project Management -Alison</b>	2014

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## Professional Experience

### **SUPPLY CHAIN MANAGER i-engineering Ltd**

**- 2023 – PRESENT**

Responsible for planning/execution of procurement, warehousing/inventory and logistics activities

- Handle demand planning, forecasting, procurement, inventory /warehousing, and P2P.
- Coordinate import documentation, customs clearing, LC, local and overseas sourcing/procurement.
- Handle vendors' prequalification, evaluation, training, price/contract negotiation.
- Manage distribution/delivery, in-house and 3<sup>rd</sup> party logistics -3PL.
- Manage relationships with partners, vendors, government regulatory agencies.
- Handle local/international procurement, set strategies, KPIs, policies, framework, standards
- Implement procurement best practice, quality, compliance, efficiency, and value for money.
- Training of team members, internal and external stakeholders on supply chain best practices.

### **HEAD OF OPERATIONS ALERZO LTD - 2021 – 2023**

Responsible for managing zonal operations.

- Managed the zonal operations involving 6 hubs and 240+ staff.
- Managed 300+ SKUs(over \$15m inventory), demand planning, Forecasting, Procurement, Inventory, warehousing, Logistics/Import/Export documentations, and delivery/shipping operations.
- Designed and implemented business processes, road map, policies, and strategic planning.
- Managed suppliers, contracts, SLA, PO, negotiations, 3<sup>rd</sup> party logistics -3PL, clearing agents.
- Managed relationships with partners, vendors, government regulatory agencies.
- Coordinated P2P, RFQ, ERP documentation, sales planning, and customer service.
- Optimized available resources to achieve set goals and objectives of the company.
- Managed/controlled budgets, spending/costs, and financial documentation.
- Monitored and strengthened internal control, policies, and procedures.
- **Key Achievement:**
- Reduced logistics, inventory, procurement, and operational costs by 40%.
- Decreased supply turn-around time by 25%, reduced wastage and theft by 35%.
- Increased sales by 200 % within 6 months.
- Achieved 75% expansion and market penetration within one year.

### **HEAD OF INVENTORY & WAREHOUSE**

**IRON PRODUCTS INDUSTRIES - 2020 –2021**

Worked as group head of inventory/warehouse, led the store/warehouse management, managed 650 SKUs, 10 warehouses, trained, and managed 58 warehouse staff, increased efficiency/productivity by 45% within three months.

- Implemented warehouse system for FIFO management of all materials and parts. Slashed processing time by 35%.
- Spearheaded warehouse layout design, labelling, arrangement, and tracking of inventory movement which resulted in 50% increase in warehouse efficiency.
- Drove efficiency and optimized inventory control procedures to maximize profits.
- Maintained detailed records of stock levels, orders, and shipments.
- Re-negotiated contracts and terms of supply, which led to cutting monthly costs by 20%.
- Reduced wastages, damages, theft and pilfering by 80% within 6 months.
- Improved inventory control/business processes via Lean Supply Chain management.
- Mobilized/de-mobilized project teams, which resulted in 25% increase in execution time.
- Used Warehouse Management Software (WMS) /ERP to optimize stock.
- Reduced renting expenses by 35%, and reorganized available space to increase CBM.

### **Key Achievement**

- Increased operational efficiency by 35% and saved the company over \$10,000.
- Reduced lead time by 37%, increased productivity, and contributed to 45% increase in company's profit through cost savings, useful suggestions and recommendations.

## **PROCUREMENT /ACCOUNT MANAGER**

### **LUCEESUN GLOBAL SERVICES      2017 - 2020**

Responsible for P2P Account and procurement activities (Sourcing, negotiation & importation).

- Handled procurement and contracting activities, including tender management, negotiations, contracts and service level agreement (SLA), and track compliance.
- Lead portfolio of strategic sourcing initiatives for \$300M spend.
- Executed logistics plan to move products and materials to reach destinations as scheduled.
- Initiated improvement and optimization to drive inventory reduction and logistics savings.
- Coordinated import/export documentations, Form M, PAAR etc.
- Championed the development and execution of sourcing strategies across all categories.
- Managed and executed P2P Account/transactions.

### **Key Achievement**

- 15% increase in customer on time delivery
- Reduced procurement cost by 25%

## **PROCUREMENT MANAGER**

### **LG Electronics Nigeria Limited - 2012 – 2017**

Worked as country procurement Manager in a global consumer electronics firm and Managed country's supply chain team, strategic sourcing, demand planning, forecasting, inventory, import/export, and distribution.

- Participated in ideation and new product development that resulted in created 10 new high-in demand products in a 2-year period.
- Implemented procurement strategies that guaranteed optimum value for money.
- Conducted pre-qualification, tender, negotiation, and preparation of contracts/agreements.
- Identified cost reduction opportunities to achieve financial goals.
- Planned, sourced, and provided all needed products/services to all business units.
- Conducted market research, studied trends, and carried out direct sourcing and procurement that resulted in 25% cost reduction.
- Managed import/export, contracts, vendors and participated in promo.

### **Achievement**

- Cut 20% from annual budget through Lean programs without sacrificing quality.
- Slashed procurement and inventory costs by 20% and raised profitability by 40% in 4 years through contract negotiation and strategic sourcing.
- Saved \$44k + operational costs in 4 years.

## **ACCOUNT OFFICER**

### **LG Electronics Nigeria Limited - 2009 – 2012**

- Prepared tax information and budgetary analyses.
- Performed journal entries in line with statutory accounting standards.
- Carried out reconciliations of account, general ledger, and sub-ledger.
- Process payments and invoices accurately and timely.
- Verified financial statements, ledgers, and accounts for errors.
- Prepared expense reports, reconciled, and recorded payments.
- Prepared management reports related to accounts payable and receivable.
- Prepared period end journals for prepayments, accruals, incentive, and depreciation.
- Performed account reconciliations and closed all ledgers.

### **Key Achievements**

- Reduced month-end close time by 30%.
- Reduced company expenditures by 20% by consistently detecting potential cost savings.
- Got promoted and won overall best staff award for cost reduction process improvement.

## **ACCOUNT/INVENTORY SUPERVISOR**

### **Sakr Power Generation Ltd - 2006 - 2009**

- Raised requisition/order form for stock replenishment, maintained supplier's database.
- Posted all inventory and warehouse financial transactions on ERP.
- Processed orders and received materials into the warehouse.
- Planned and organized materials and items at proper places in a warehouse.
- Monitored inventory movement, checked quality and condition of items in the warehouse.
- Verified markings and assigned numbers on materials and items.
- Processed and verified shipping/import documents.
- Reduced processing time by 20%.

## **ACCOUNT OFFICER**

### **Olabisi Onabanjo University - 2005 - 2006**

- Prepared documents for audit, monthly payroll and expense reports.
- Performed general ledger analysis and prepared bank account reconciliation.
- Kept detailed records and processed 100% payment on time.
- Maintained accounting ledgers and monitored preparation of the balance sheets.
- Participated in internal and external audit processes, resulting in over 95% success rate.
- Completed all month end closing activities as well as prepared financial reports

## **SPECIAL SKILLS**

Negotiation, Demand planning, Operations management, Budgeting, Digital marketing, Forecasting, ERP, QuickBooks, Peachtree, Distribution/Logistics, Warehousing, Strategic sourcing, Bookkeeping/Financial mgt, inventory, Imports/Export, Procurement/sourcing

### **Professional membership**

Chartered Institute of procurement and supply (CIPS)

### **Awards/Honors**

Global Best Practice Award in Procurement/supply chain management. (LG Electronics)  
Best Staff Award (LG Electronics Nigerian Region) 2012, Excellence Service Award (2015)