

Omopariola, Tolu Tola (B.Sc.Political Science)

Add: 20, Engr. Adebayo str, Ibeju Lekki Or 3, Ayodele Tai str, Iyana Oworo, Lagos, Lagos State || 08066131529, 08088806841 || Date of birth: 7th Aug, 1987
State of origin: Ekiti State. Sex: Male, || Email: omopariolajobedu@gmail.com || LinkedIn: omopariola-tolu-6b790189 || fbk :pariolaTola || twitter: @prince_tola1 || IG: 1shtolu

CAREER OBJECTIVES

To work in a challenging work environment where I can learn new skills and contribute positively to the company growth and now currently seeking a suitable position with a reputable and ambitious organization that will give me an opportunity to exercise my skills and develop both personally and professionally.

PERSONALITY PROFILE

I am a creative and resourceful graduate, with diverse relevant experience which portrays my excellent people management competencies and strong interpersonal relations skills, with people of diverse culture and backgrounds. I am excellent at juggling multiple projects simultaneously, well experienced in management and administrative tasks.

EDUCATIONAL INSTITUTION ATTENDED AND QUALIFICATION OBTAINED WITH DATES:

Adekunle Ajasin University, Akungba Akoko, Ondo State	2012
Bachelor of Science (B.Sc) in Political Science	
Ijero High School, Ijero Ekiti, Ekiti State	2006
Senior Secondary School Certificate-SSCE.	
Grace Nursery and Pry School, Ijero Ekiti, Ekiti State	1999
Senior Secondary School Certificate-SSCE.	

WORK EXPERIENCE

GOLF COAST MARINE, OIL & GAS SERVICES NIG LTD, PARKLANE, APAPA, LAGOS STATE

Designation: **Logistics & Procurement Supervisor** Aug 2021 – Present

Responsibilities:

- Review all purchasing requisitions to ensure clarity in description of material and equipment specification by ships.
- Maintains records of purchases, pricing, and other important data for later use/compares with supplier's quotations.
- Negotiates the best deal for pricing and supply contracts/ensures that supplies are high quality required by ships.
- Creates and maintains inventory of all incoming and current supplies for easy access when needed.
- Responsible for implementing, coordinating occupational safety and health programs of all operations staff.
- Establishes a supply reference/archive system and maintain all supply related files on Computer for easy retrieval.
- Ensures that procured items get to the clients' base on time and waybill/delivery note signed by the ship masters.
- Manages other procurement/supply staff and ensured that assigned work is done within time frame allocated.
- Prepare weekly and monthly reports of all activities in the transport section and expenses incurs as necessary.
- Ensure appropriate maintenance and management of all operational vehicles & document renewals as at when due.
- Coordinate procurement and logistics activities of the company within Lagos & other operation locations.
- Conduct routine inspection on all trucks to ascertain their state and working condition on routine basis to avoid breakdown.
- Anticipates procurement bottlenecks and resolve them ahead of issues/performs other functions as deem fit.

Key Achievements: Negotiates reasonable and justifiable deals on all purchases while maintaining highest quality thereby cut unnecessary cost on purchasing, eliminates wasteful products due to non-conformity with clients request and meets deadlines.

THE DAY IS COMING EVANGELICAL MINISTRY, OREMEJI AREA, IBADAN, OYO STATE

Designation: **Executive Assistant to the Resident Pastor** Jan 2019– July 2021

Responsibilities:

- ❖ I overviewed and ensured the smooth operation of all the activities of the general overseer's office.
- ❖ Oversaw the general running and administration of the church's infrastructure.
- ❖ On behalf of pastor, related with brethren coming for enquiries about the activities of the Church.
- ❖ Updated the management of the Church about the admin and church project activities.
- ❖ Received visitors and attended to their enquiries before forwarding them to the resident pastor.
- ❖ Liaised with vendors/contractors in matters relating to church office supplies administrations.
- ❖ Ensured general cleaning and maintenance of church office environment.
- ❖ Responded to pastor's email and other correspondence on his instruction.
- ❖ Assisted in documentation and archiving of relevant Church files for easy access.
- ❖ Prepared, plans weekly and monthly church programs roster with the secretary.
- ❖ Managed the procurement and execution of the Ministry's Projects by coordinating contractors.
- ❖ Carried out other administrative functions as given by the resident pastor and or church management.

CARIS CLEANING & LAUNDRY SERVICES LTD, KUBWA, ABUJA

Designation: **Office Manager**

July 2015 - Dec 2018

- Arranged regular training of workers/apprentice for proficiency and effectiveness;
- Management of daily funds flows of the business to foresee any shortages of funds;
- Monitored sales records and documentation for timely delivery of services;
- Coordinated various consultancy and training service as part of business development and growth.
- Performed financial analysis and reporting to management & increased brand awareness and drive sales growth.
- Inspections of laundry service on a specified basis for quality assurance purpose
- Interviewing and hiring staff for open positions & providing feedback to employees
- Developing a professional relationship with customers & identifying/selling add-on services as needed.
- Maintaining adequate laundry supplies on all accounts & managing labour/supply cost to at or below 50%.
- Operating and monitoring service requirements for company logistics vehicle.
- Development and management of the departmental budget to achieve revenue and profitability goals.
- Interacted effectively with executives, co-workers, and all outside reps and or vendors.
- Tracked and report updates on staff's productivity and made recommendations to the management for appraisal.
- Supervised other staff, scheduling and coordinating staff for effective service delivery.

Key accomplishments: I successfully managed both the internal and external clients for continual patronage and increased profitability index through rendering of efficient and effective service delivery.

NASARAWA STATE HOUSE OF ASSEMBLY, LAFIA, NASARAWA (NYSC).

Designation: **Admin Assistant / Executive Assistant** (Office of Deputy Director, Admin) June 2014 - May 2015

Responsibilities:

- Ensured proper documentation of minutes during meetings & Managing and supervising the drivers and logistics.
- Acted as first point of contact for Director, Screened telephone calls, handled mails and requests appropriately.
- Managed visitor's welfare through liaison with relevant departments and provided effective feedback.
- Ensured all secretarial and administrative tasks were handled efficiently and effectively.
- Communicated and distributed letters, memos and correspondence.
- Managed and monitored office supplies & initiated requisitions, obtaining approvals & processed in timely manner.
- Performed other clerical and general office administrative functions as directed and deemed fit.

DDAMOS ELECTRO- MECHANICAL SERVICE NIGERIA LTD, KUBWA, ABUJA, FCT.

Designation: **Admin Supervisor**

April - Oct 2011

- Supervised and monitored the activities of Service technicians and oversees daily office administration.
- Answered customer's online enquiries, replied to incoming emails & managed phone calls and correspondence.
- Monitored and related with prospective customers on social medial platforms about company goods and services.
- Performed appraisal of office staff, technicians and recommends for promotion/commendation when need be.
- Coordinated office activities and operations to secure efficiency and compliance to company policies.
- Managed daily office operations and prepared weekly/monthly operational report for the management.
- Created, updated records and databases of personnel, financial and other vital official data.
- Responded to official mails from clients and prospective customers concerning the company activities
- Tracked stocks of office supplies and place orders for replacement when necessary to avoid depletion.
- Ensured timely renewal of expired office document such as vehicle papers and prompt payment of utilities bills.
- Submitted timely reports of office activities; prepare proposals and performed other administrative roles

CERTIFICATION, AWARDS AND PROFESSIONAL TRAINING ATTENDED

Graduate proficiency certificate in Health, Safety & Environment, HSE Level 1, 2& 3

2012

CORE COMPETENCIES AND SKILLS

• Exceptional Interpersonal Relations, Problem Solving Skills, Excellent Communication Skills, Customer Relations and Management, High Organisational skills, Microsoft Word, PowerPoint Production and Excel basic Proficiency, Fluent in English writing & speaking, Strong administrative skill, social media & computer usage know-how.

HOBBIES: Reading, Admin Support, Researching & meeting value added individual.

REFEREES:

Miss Ologunde Rachael, Admin Dept, University College Hospital, Ibadan, Oyo State, 08061210424

Mr Olaleye Foye, Operations Dept, Ecobank Ltd, Lagos State, 08023418024

Mr Olayemi Smart, CEO/MD, Golf Coast Marine Services Ltd, Apapa, Lagos, 08035738084