**SALAMI SHAKIRU ABIODUN**

**B.SC PGD DIP.OP CISCM IWMM**

**PROCUREMNET| SUPPLY CHAIN| LOGISTIC| INVENTORY| STORE MANAGEMENT| MATERIAL MGT**

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**ABOUT ME**

Procurement Personnel, Supply Chain Expert and an Inventory/ Store Management Specialist with proven experience in the Supply Chain and Consumer Goods and Services Industry. A Professional with a Degree in Accounting, Certificate from the Chartered Institute of Supply Chain Management CISCM and the Institute of Warehouse and Material Management IWMM. Training in Procurement, Supply Chain, Warehousing and Material Management. Core management experience from credible organization where I have added skills and value with my expertise. Confident of an increase in organizational growth and development.

**SKILLS**

* Procurement \* Material Management \* Negotiations & Budgeting
* Supply Chain Management \* Store Management \* Vendor Management
* Logistics Management \* Product Management \* QuickBooks & Excel
* Inventory Management \* Customer Services \* Microsoft Office Suite

**CERTIFICATION**

* University of Lagos Akoka Yaba. B.sc (Honors): 2014
* College of Supply Chain Management PGD- Logistic and Supply Chain Management 2017
* The Polytechnic Calabar OND – Accounting (PRE- Program) 1999

**OTHER CERTIFICATIONS AND TRAININGS**

* National Youth Service Corps NYSC: Certification of Exemption Letter: 2015
* Diploma – Office Packaging: 2005
* Chartered Institute of Supply Chain Management: Associate Member- AMCISCM: 2017
* Institute of Warehousing and Material Management IWMM: Associate Member-AMIWMM: 2017

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**CHASE EXPRESS LOGISTIC SERVICES: Fleet Officer: 2024**

ACHIEVEMENTS AND CORE OPERATIONS AT CHASE EXPRESS LOGISTIC SERVICE

* Manage and process all logistic arrangements travel for staff and visitors and manage logistics for foreign travel
* Negotiate favourable payment terms and act to ensure prompt payment of mechanics. Ensure adequate monitoring of mechanics and due process for vendor selection.
* Ensure timely registration of new vehicles purchased by the company as well as renewal of all licenses, road worthiness, LGA stickers, insurance premiums etc.
* Conduct analysis of vehicles status and make recommendations for timely replacement to improve cost- efficiency.
* Control transfer and movement of vehicles between locations as required by operations.
* Ensure all vehicle operation policies and system are up to date and enforced within field operations .
* Ensure all drivers operate in a safe and secure manner.
* Conduct driver planning and schedule and register transportation request.
* Facilitate airport pick up for VIP visitors and transportation during official visit.
* Monitor and manage the provision of monthly fuel purchase for all company - owned vehicles and diesel for employees with respect to HR directives on staff entitlement..
* Ensure the availability \* Manage and process all logistic arrangements for local travel for staff and visitors and manage logistics for foreign travel
* Negotiate favourable payment terms and act to ensure prompt payment of mechanics. Ensure adequate monitoring of mechanics and due process for vendor selection.
* Ensure timely registration of new vehicles purchased by the company as well as renewal of all licenses, road worthiness, LGA stickers, insurance premiums etc.
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* Conduct driver planning and schedule and register transportation request.
* Facilitate airport pick up for VIP visitors and transportation during official visit.
* Monitor and manage the provision of monthly fuel purchase for all company - owned vehicles and diesel for employees with respect to HR directives on staff entitlement..
* Ensure the availability of pool driver for vehicles travelling outside Lagos on official duty.
* Oversee and manage the fleet of fuel delivery vehicles , ensuring optimal performance , maintenance and compliance with safety regulations.
* Develop and implement fleet managements strategies to maximize efficiency, minimize costs, and improve overall fleet performance.
* Conduct regular inspections and audit to ensure compliance with regulatory rand safety standards.
* pool driver for vehicles travelling outside Lagos on official duty.
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CHASE EXPRESS LOGISTIC SERVICES: Managing Directors' Driver: 2023

**\* INTERDEC BUILDING SYSTEMS LIMITED- Store-Keeper: 2022- TILL DATE**

ACHIEVEMENTS AND CORE OPERATIONS AT INTERDEC BUILDING SYSTEMS LIMITED

* Managing the efficient receipt, storage and dispatch of a wide range of goods from the storehouse.
* Prepare and submit weekly stock movement to accounts department
* Prepare and submit stock report to the line manager in the agreed format and agreed frequency
* Maximizing space usage within the storehouse.
* Shipment loading and transferring.
* Setting aside storage areas for new stock.
* Complying with all Health, Safety and Environmental standards.
* Keep unauthorized persons out of the storehouse.
* Facilitating effective communication within the team and across the site.
* Investigating any inventory losses.
* Planning future storehouse capacity requirements.
* Ensuring products are stocked correctly and safely.
* Organizing the loading and unloading of trucks and trailers.
* Completing all paperwork and administrative records...
* Inspecting storage facilities.
* Having regular personal contact with vendors.
* Monitoring shipments in transit to ensure their timely arrival at destination.
* Ensure that consignments received are confirmed against packing list
* Sending returns back to the companies they came from.
* Keeping the storehouse inventory current.
* **IAP BUILDING SOLUTIONS: Procurement Manager: 2021-2022**

ACHIEVEMENTS AND CORE OPERATIONS AT IAP BUILDING SOLUTIONS

* Evaluations of Suppliers and Procurement tender process
* Management, Monitoring, Negotiation and award of procurement contract
* Development of procurement policies and enforcing the company’s procurement policies and procedures
* Preparing plans for the purchase of materials, equipment, services and supplies.
* Review, Comparing, Analyzing, and Approving products and services to be purchased.
* Managing inventories and maintaining accurate purchase and pricing records
* Maintaining and updating suppliers’ information such as qualifications, delivery times, product ranges, physical address, operational track records etc.
* Maintaining good supplier relations and negotiating contracts.
* Researching and evaluating prospective suppliers.
* Identifying potential suppliers who can provide required quality goods/service and timely delivery.
* Ensuring that favorable terms, conditions of sale, warranties, after sales support services are negotiated and agreed with suppliers.
* Issuing RFI/RFQ/RFP to suppliers and ensure to receive responses at the required time.
* Prepare analysis of quotations/bids within the Timelines/SLA.
* Convert requisition to POs in line with the agreed SLA.
* Liaise with other departments to understand their requirement upfront
* Analyze trend and market conditions for present and future pricing, availability, lead time, and capacity of suppliers for specific goods and services.
* Provide regular progress and status reports to stakeholder on stock levels and provide monthly procurement and warehouse report to the CEO
* **CARAT ALUMINIUM &BUILDING PRODUCT LIMITED: Procurement Officer: 2004-2020**

ACHIEVEMENTS AND CORE OPERATIONS AT CARAT ALUMINIUM &BUILDING PRODUCT LIMITED.

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* Maintaining an updated list of inventory and incoming purchases and supplies
* Continuously identifying major procurement opportunities that will enhance profitability.
* Estimating and establishing cost parameters and budgets for purchases.
* Creating and maintaining good relationships with vendors/suppliers.
* Reviewing and analyzing all vendors/suppliers, supply and price options.
* Negotiating the best deal for pricing and supply with the supplier and ensuring that the products and supplies are high quality.
* Preparing purchase requisitions and developing plans for purchasing products and services.
* Creating and maintaining an inventory of all incoming and current supplies.
* Maintaining and updating the list of suppliers and their qualifications, delivery times.
* Maintaining appropriate formalized purchasing policies, compliance, procedures and best practice across the business.
* Actively monitor the external business environment, including competitors and potential competitor's products and services, and be fully aware of changes in the inflationary and purchasing environment.
* Implement sound purchasing policies, systems and procedures in accordance with Company standards.
* Monitor vendors for quality, service and price through standard purchasing specifications.
* Obtain competitive quotations for requirements and ensure that the best product is sourced and purchased.
* Ensures that all authorized or approved purchase orders are sent to their respective suppliers/vendors for delivery purposes on a daily basis.
* Ensures & verifies that quotations are regularly updated and supplier’s new current price lists are maintained.
* Research and identify new products and services in the market.
* Checks, explain if needed and approves delivered items discrepancy report issued by cost control regarding price and quantity order variances...
* Verifies that all documentation and proper quotations are maintained and filed according to Policy and Procedure requirements.
* Responsible for all purchasing functions, quotations, quality and availability.
* Ensures that the suppliers follow the rules relating to the hygiene of goods delivered.
* Keeps all records in a way that they can be checked at any time for information or audit purposes.
* Monitor Minimum / Maximum stock levels stock levels and place orders as needed
* Coordinate with warehouse staff to ensure proper storage

**OTHER ACHIEVEMENTS AND CORE OPERATIONS**

* My position as a Procurement Manager, I identify several cost saving measures that saved the company thousands of naira a year, without scrimping on essential services, for example I source for a higher quality and quantity of raw materials at a cheaper price that made a huge difference to our budget. (COST EFFECTIVENESS)
* I increased sales by 20% by ensuring constant high quality of raw materials are supplied by vendors/suppliers
* I was able to streamline the number of products that each suppliers/vendor can supply by implementing a new inventory system which allowed us to track more closely the number of items/materials needed seasonally.
* Ability to critique and understand vast amount of data.
* Development and managing a procurement department
* Positively, confident and friendly demean our with high level of integrity.
* Confident in presenting to decision makers in both public and private organizations
* Good managerial and multitasking skills and communicating skills
* Good bargaining, pricing and negotiation skills
* Effective time management skills
* Problem solving, data literacy and analytical skills
* Good vendor managements skill
* Good team Spirit skills
* A good spirit player, ability to grasp new concept, impressive interpersonal skills

**BIODATA**

Sex: Male Health Status: Fit

Nationality: Nigeria Language Proficiency: ENGHLISH, YORUBA

Location: |Lagos| Nigeria

**REFERENCE: AVAILABLE ON REQUEST**