**ADEYEMO AFEEZ OJO**

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**CAREER OBJECTIVE:**

To obtain a credible position in your organization, with the intention of building a sophistical workforce with unreserved commitment to excellence, productivity, Skilled in Business Planning, supervision experience and Supply chain management, Analytical Skills, Advance coding Microsoft Excel, Microsoft Word, Administration, and Interpersonal Skills. Strong team spirit and dedicated to service in the modern competitive environment.

**PERSONAL DATA:**

Sex: Male

State of Origin: Oyo

Local Govt. Area: Oluyole

Nationality: Nigerian

Religion: Muslim

**EDUCATINAL HISTORY:**

**2020 - 2021 National Youth Service Corps, Sokoto State**

**2014 – 2018 Olabisi Onabanjo University, Ago-iwoye, Ogun State**

*(B.Sc. in Business Administration)*

**2007 – 2013 St’ David High School, Molete, Ibadan, Oyo State**

*(SSCE Certificate)*

**CAREER SUMMARY:**

**2015-2016 Premier Hotel, Mokola Ibadan, Oyo State**

**Post Held:** Storekeeper.

* *Receive and forward all goods and deliveries in and out of the hotel to the* *correct point of contact/storage area.*
* *Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.*
* *Responsible for storage of both food & beverage and operational stock.*
* *Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.*
* *Responsible for verifying all goods arrived as per the agreed purchase, delivery note and agreed quantity have been received.*
* *Check the received products' number and quality.*
* *Arrange and classify items to make them easily accessible.*

**2019-2020 TSL Logistics Limited.**

**Post Held:** Admin Officer. **(Internships)**

* *Identifying the kind of incoming emails and*
* *Classifying them according to significance.*
* *Incoming email screening to evaluate if it should be forwarded to*

*the proper person or division.*

* *Checking incoming emails for items that need attention and confirming that the division or person concerned can reply to the email sent to them.*
* *Ensuring that all incoming emails are promptly replied*
* *to and that no outstanding emails go unanswered.*
* *Perform task scheduling including: Coordinating Flight (Local and International) and Hotel Booking arrangement for staff.*
* *Report any maintenance issues immediately to line manager, including furniture, fittings and equipment when notified.*

**2021-2021 7Up Bottling Company PLC, Ibadan, Oyo State**

**Post Held:** Logistics Assistant Officer.

* *Taking waybills to the logistics office from the warehouse so they can be signed.*
* *Handing over waybills that are complete to the delivery officer.*
* *Streamlined inventory processes by implementing a systematic organization of storage areas, resulting in an increase in retrieval efficiency during shipments and ensuring 99% accuracy on all transactions recorded weekly*.
* *Ensure the store requisition form is signed by the person collecting the goods and entered into the Inventory/Materials Management System*.
* *Participating in daily, weekly and monthly counts, root-cause variances and share necessary reports.*

**2022-2024 A.G Leventis Nigeria Limited. (Nigerian Breweries Ibadan) L**

**Post Held:** Fleet Officer.

* *Carrying out weekly reconciliation of breakages report / TSA to avoid wrong debit from client.*
* *Generate Daily trip sheet reports to indicate daily availability and month to date revenue.*
* *Working closely with Client’s haulage and distribution units to resolve issues regarding plant/depots delays or no-loads situations promptly and relating same to Head of Logistics Solutions.*
* *Sending daily availability report to Head of logistics Solutions and Nigeria Brewery Plc supply chain unit for decisions concerning daily operations.*
* *Carrying out weekly reconciliation of breakages report / TSA to avoid wrong debit from client.*
* *Obtaining Delivery Officer TMS approval for each journey.*
* *Entering the shipment or consignment note in Dynamics (ERP) to ensure appropriate invoicing and sending it to the head of logistic solutions*.

**2024-Present Bowmenn Trucking. L**

**Post Held:** Fleet Officer.

* *Generate daily offline tracking reports to indicate daily availability and status.*
* *Optimizing fleet performance.*
* *Manage delivery officers so they adhere to strict schedules.*
* *Find ways to cut costs and maximize profits*.
* *Assisting in hiring skilled truck delivery officers and truck mates for the fleet.*

**PERSONAL SKILLS:**

* Ability to learn fast and implement to suit environment.
* Skillful in computer business sensor application.
* Truck Tracking and Fleet Management.
* Use of Microsoft Office- MS Excel, MS Words and Power Point.
* Contract Management and Negotiation.
* Ability to read and analyze spreadsheets, which are often used by logistics professionals.
* Ability to manage employees who work in warehouses and delivery officers.

**REFREES:**

**Mr. Adewunmi Oluwasegun**

*Unique Manager Hotel.*

*Tel: 08035775509*

**Mr Gidado Kazeem**

*Logistics Manager at A.G Leventis Nig Ltd.*

*Tel: 08028343502*

**Mr Idowu Temitope**

*Regional Logistics Manager at A.G Leventis Nig Ltd.*

*Tel: 08062334797*