**OLAWALE Samuel Olu.**

Address: Input Here ● +Phone number: input here ● email address: input here

**Professional Summary**

* A procurement professional, with x years’ cognitive experience in finance, procurement, supply chain, logistics long-term financial projections and Tax law, aspiring for new and challenging position in a developing company where I could put to effective use my extensive experience towards providing timely results geared towards organizational development

**Key skill set**

|  |  |  |
| --- | --- | --- |
| Financial Reporting  Strong Communication Skills  Team Leadership   * High Emotional Intelligence | * Negotiating Skill * Flexibility/ Result-driven * Data gathering & Reporting * Strategic Thinking & Goal Focused | Interpersonal Skills/Work Ethics  Microsoft Word Package  Adaptability/ Self-Motivated   * Leadership Proficiency |

**Work experience**

**Xxx Nigeria Limited, city, Lagos State** Month 201x – Date

**Procurement Manager**

Key Responsibilities:

* Resolves discrepancies in requisitions, purchase orders, and delivery reports by contacting vendors or requesters.
* Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Handle costing of jobs, Material estimation & Planning, E-bidding planning and management of all E-sourcing of all Point of Sales Marketing Items and Print jobs.
* Manage day to day order requisitioning and ensure deliveries are properly documented and booked.
* Negotiating with vendors on price, delivery time, and material quality
* Ensure that daily, weekly or monthly activity status reports on Procurement Requests are documented/logged in and communicated to user department
* Supervise and oversee usage of raw materials and time keeping of deliveries and reporting to central stores
* Liaise with supplier to obtain / update relevant information for supplier registration
* Manage activities related to strategic or tactical purchasing, material requirements planning, inventory control and warehousing
* Develop inventory control models that promote lower cost of production, shorter lead times and reduced stock levels
* Supervision and management of inventory and valuation of stock for yearend audit

**Accomplishments**

**Professional Certification**

**Chartered International Logistics & Supply Chain Managers** Certified Member

**Chartered International Procurement & Purchasing Manager.**  Certified Member

**Educational qualification**

**Institution** year – year

Qualification

**PROFILE DETAILS**

State of Origin: State

Sex: Male/Female

Marital Status: Married/single

Hobbies: Reading, Networking, Online Research.

**referee**

**On request**