

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
Procurement Manager

Month 201x – Date

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

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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