ADAGUNODO BABATUNDE O.

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Ota, Ogun State

PERSONAL PROFILE:

To make the best of certain situations, one must be fiercely motivated, unselfish and not subject to complacency. Another crucial ability in developing a twenty first century professionalism is focus, integrity and experience.

I am a highly organised, energetic and goal oriented personality who has overtime, developed a mature, disciplined and responsible approach to demonstrating professionalism in various areas and sectors of inventory and administration. Bringing comprehensive organization and dedication to companies and infrastructure with over 7 years of experience in store keeping.

EDUCATION:

University of Ibadan, Oyo State, Nigeria 2015
Bachelor of Education, Political Science

Atakumosa High School, Osun State, Nigeria 2008
Senior School Leaving Certificate

EXPERIENCE:

Aristocrate International Limited (Packaging Company) July 24, 2023 till date
Store officer in Engineering Store

* To inspect any materials deliver to company and manage the distribution of good to every Department through tracking stock level, conducting monthly and annual counting.
* To organise storage and ensure efficient stock rotation like (FIFO) First In First Out.
* Be Maintaining accurate receipts, Record and withdrawal of document and also generate report.
* Working with purchase office and other teams to anticipate needs, resolve delivery issues and manage equipment movement.
* Keeping the store neat, clean and safe, and ensure proper Handling and storage of materials.

C-way Food and Beverages, Oshodi, Isolo, Lagos State September 2018 – November 2020
Store Officer

- Taking an accurate figure of product from production with the agreement of the quality with the production personnel.
- Giving report of the accurate quantity of product signed to driver to the manager and must be correspond with the logistic department.
- Ensure Keeping of proper inventory

MIREZ Global Beverages, Ogun State June2017– August2018
Marketer

- Coordinated supply of company's product to clients Made sure client's products are delivered on time. Support the advertisement and promotion of goods.
- Acts as intermediate between Client and the Management

Independent Corrupt Practices Commission Agent, Ogun State June 2016 –July 2017
NYSC

- Receive and file corrupt cases from people within the community
- Examine and analyses current practice within the public check level of integrity.
- Assist other officers in ensuring fraud or corruption case are prevented within the community.
- Educate the public against bribery, corruption and any other related offences.

LEADERSHIP ROLE:

Secretary, Victory Micro Finance Institution.	February 2019 – October 2020
Secretary, Anti -Corruption Group created by NYSC.	August 2016 – June 2017
Honourable Member in SUG, University of Ibadan.	April 2014 – March 2015

CONFERENCE ATTENDED:

Employability Training in line with soft skill	June 2023
Seminar on “How to relate with client”.	January 2019
Workshop on “How to correct person without being hurt”, Event Center, Otta.	March 2018

PROFESSIONAL SKILLS

- Proficient with the use of MS Office Suit
- Skilled in adept communication
- Resource management
- Problem solving and team building
- Stress management and emotional intelligence;
- A quick learner

Referees are Available upon Request