AGBO STEPHEN

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OPERATIONS & ADMINISTRATIVE PROFESSIONAL | FLEET & LOGISTICS MANAGEMENT

CORE COMPETENCIES

- ❖ Financial Analysis & Reporting
- ❖ Inventory Management & Control
- ❖ Fleet Management Systems
- ❖ Data Analysis & Reporting
- ❖ Team Supervision & Leadership
- ❖ Budget Monitoring & Cost Control
- ❖ Report Writing & Documentation
- ❖ MS Office Suite (Excel, Word, PowerPoint - Advanced)
- ❖ Records & Documentation Mgmt.
- ❖ Scheduling & Resource Allocation
- ❖ Operations Management
- ❖ Regulatory Compliance
- ❖ Key Performance Metrics
- ❖ Administrative Support
- ❖ Process Improvement
- ❖ Audit Readiness
- ❖ Procurement & Vendor Management

EDUCATION

Bachelor of Science (B.Sc.) in Accounting - University of Nigeria, Nsukka (Enugu Campus) | 2015
Second Class Upper Division
https://www.unn.edu.ng/

SOFT SKILLS

- Adaptability
- Leadership
- Problem-Solving
- Attention to Detail
- Time Management
- Critical Thinking
- Interpersonal Skills
- Customer Service Orientation
- Effective Communication
- Decision-Making
- Conflict Resolution
- Organizational Skills
- Team Collaboration
- Initiative & Proactivity
- Analytical Thinking

CAREER SUMMARY

❖ Administrative and operations professional with 2+ years of supervisory experience in fleet management and logistics operations. B.Sc. Accounting graduate with proven expertise in records management, process optimisation, cost control, and team coordination. Demonstrated success in improving operational efficiency, reducing maintenance costs, and implementing systems that enhance productivity. Strong analytical and problem-solving capabilities combined with excellent organisational and leadership skills.

PROFESSIONAL EXPERIENCE

FLEET SUPERVISOR
Simba Logistics Services - Tafa, Kaduna March 2023 - Present

- Managed vendor relationships and procurement processes, negotiating favourable service agreements that improved operational cost efficiency.
- Supervised daily fleet operations, coordinating vehicle deployment, maintenance schedules, and driver assignments for optimal utilisation.
- Implemented fuel monitoring systems that improved fuel economy by 15%, generating significant cost savings for organisational operations.
- Maintained detailed equipment inventory and maintenance logs, ensuring accurate documentation for financial reporting and budget forecasting.
- Coordinated cross-functional communication between operations, maintenance, and finance teams to ensure seamless workflow and reporting.
- Analysed operational data to identify inefficiencies and implemented process improvements that maximised vehicle utilisation by 25%.
- Established a comprehensive vehicle operating records system ensuring 100% compliance with regulatory requirements and audit standards.
- Developed cost-effective maintenance procedures resulting in a 20% reduction in repair expenses through preventive maintenance scheduling.
- Fostered a strong safety culture through regular training sessions, reducing vehicle incidents and ensuring compliance with safety protocols.
- Prepared comprehensive monthly reports on fleet performance, maintenance costs, and operational metrics for senior management review.

PROFESSIONAL SKILLS

- **Operations Management:** Skilled in coordinating multi-functional teams and streamlining workflows to ensure efficient daily operations and productivity.
- **Financial Administration:** Proficient in budget monitoring, cost analysis, and financial reporting, leveraging an accounting background for fiscal oversight.
- **Documentation & Compliance:** Expert in establishing systematic record-keeping processes that maintain standards and regulatory requirements.
- **Vendor & Procurement Management:** Experienced in negotiating contracts, managing relationships, & overseeing procurement for cost-effectiveness.
- **Data Analysis & Reporting:** Capable of analysing operational metrics and translating complex data into actionable insights for management decision-making.