EZEKIEL JOHN

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SUMMARY

Results-driven and strategic manager and administrator with 10+ years of experience driving operational excellence, demonstrating a high level of ownership and initiative, and leading cross-functional teams to deliver exceptional results in fast-paced environments. Proven ability to thrive in deadline-driven settings, meet objectives, and manage goals effectively with a strong track record of developing and implementing process improvements, leveraging technology to enhance efficiency, and fostering collaborative partnerships with stakeholders, I excel in driving business growth and excellence. Adept at utilizing robust negotiation skills to present, promote, and facilitate procurement initiatives. Possesses a unique blend of operational, and interpersonal expertise with a keen eye for detail, exceptional communication skills, and a collaborative approach, I drive results, build strong relationships with clients, and contribute to the achievement of organizational objectives.

CORE COMPETENCIES

- Administration
- Operation management
- Sales & Business Development
- Workflow Optimization
- Revenue and profitability mobilization
- Digital platform advocacy
- Reporting & Presentation
- Client Relations
- Record Keeping
- Customer service
- Team leadership and mentoring
- Research & Analysis
- Project Management
- Corporate Ethics
- Investment portfolio management
- Know your customer (KYC) compliance

SKILLS AND PROFICIENCIES

- Ability to prioritize and multi-task on projects while maintaining accuracy and attention to detail. • Ability to implement best practices to improve quality and reduce costs • Solid ability to manage and drive operations with strategic planning and execution
- Ability to lead cross-functional teams to achieve exceptional results
- Expert in developing and implementing contingency plans to mitigate risks and ensure business continuity
- Ability to monitor and evaluate the effectiveness of change initiatives to stakeholder understanding and buy-in
- Customer service orientation/Systems, Client onboarding and satisfaction, query/issue resolution, and complaint handling skills.
- Technical Proficiencies:

✓ Technical Tools: Google Workspace (Gmail, Calendar, Drive), Microsoft Office packages (Word, Powerpoint, Excel, Outlook)

✓ Collaborative Tools for projects and remote work: Zoom, Teams, Google Meet

- Interpersonal Skills: Verbal & Written Communication, Teamwork & Collaboration, Organization & Planning, Leadership, Innovation, Time Management, Analytical Thinking, Conflict Resolution, Flexibility, Problem solving

WORK EXPERIENCE

BEST BARGIN SUPERSTORE
Supervisor
Nov. 2024 – April 2025

- Conducted organizational assessments, identifying areas for improvement, and developing innovative solutions to drive growth, excellence, and continuous improvement, harnessing expert analytical, problem solving, and project management skills.
- Ensured the integrity, accuracy, and timeliness of workers, attendance, and activity records, integrating advanced data management systems and analytics to inform strategic decision-making and drive organizational growth
- Plan and manage the warehousing, transportation customer services and more

RCCG CITY OF PALMS
Administrator
Aug. 2019 – Oct. 2024

- Delivered exceptional executive-level administrative support to senior leadership, ensuring the seamless execution of day-to-day operations, strategic planning, and organizational objectives.
- Spearheaded the development and execution of organizational financial frameworks, encompassing budgetary planning, forecasting, financial accounting, and reporting. Utilized expert financial acumen to optimize financial performance, ensuring alignment with strategic objectives and stakeholder expectations.
- Conducted organizational assessments, identifying areas for improvement, and developing innovative solutions to drive growth, excellence, and continuous improvement, harnessing expert analytical, problem solving, and project management skills.
- Served as a compliance officer, ensuring adherence to relevant laws, regulations, policies, and industry standards, mitigating risk, and safeguarding the organization's reputation and stakeholder trust.
- Ensured the integrity, accuracy, and timeliness of membership, attendance, and activity records, integrating advanced data management systems and analytics to inform strategic decision-making and drive organizational growth
- Designed and implemented comprehensive talent management strategies, encompassing recruitment, training, performance management, and succession planning. Utilized expert coaching and mentoring techniques to optimize staff performance, enhance employee engagement, and align individual goals with organizational objectives
- Developed complex logistical arrangements, fostering strategic partnerships with vendors, suppliers, and volunteers to create immersive, engaging, and memorable experiences for attendees, while ensuring compliance with organizational policies, procedures, and regulatory requirements.

UNITED PERCEL SERVICES LOGISTIC MANAGER
JANUARY 2016 – DEC. 2018

- Logistic: Refers to the overall Process of managing how resources are acquired stored and transported to their final destination
- A logistic manager manage the flows of goods, materials and resources through a supply chain. They ensure that product are delivered to the right place at the right time

RESPONSIBILITIES

- **Plan and Manage:** Plan and manage the warehousing, transportation customer services and more
- **Co-Ordinating:** Co-ordinate the movement of goods and resources from production to distribution and delivery
- **Negotiate:** Negotiate with Suppliers, Manufactures, Retailers and Consumers.
- **Manage Inventory:** Manage and maintain accurate inventory of products in storages warehouses.
- **Set Schedules:** Set up and maintain schedules for inbound and outbound shipment.
- **Monitor budgets:** Monitor and manage budget
- **Supervise:** Supervise the work of the rest of the logistics.
- **Collaborate:** Collaborate with different division within the business to improve logistic

DEAKAY & SONS GROUP

(NEXUS FOR LIFE) Warehouse Manager

May 2013 - Dec. 2015

- Maintained accurate and up-to-date inventory records and reports, utilizing advanced inventory management software to ensure data integrity and precision. Implemented robust inventory control measures, including cycle counting, stock reconciliation, and root cause analysis, to minimize stock discrepancies and losses.
- Supervised and trained warehouse staff, fostering a culture of operational excellence, safety, and teamwork, to ensure efficient and safe operations
- Prepared and submitted regular reports on inventory, shipping, and warehouse operations, utilizing data analytics and visualization techniques to provide insights and recommendations.
- Developed and implemented logistics strategies, leveraging knowledge of transportation modes, routes, and regulations to streamline operations and improve customer satisfaction
- Managed freight claims, resolving shipping issues, and implementing procedures to optimize shipping and receiving processes, minimizing delays and costs
- Implemented performance management systems, setting clear goals, objectives, and key performance indicators (KPIs) to measure staff performance and drive operational excellence
- Implemented quality control measures, including inspection protocols, auditing, and corrective action procedures, to ensure accurate order fulfillment and product integrity
- Ensured compliance with safety regulations, company policies, and industry standards, maintaining a safe and healthy work environment. Conducted regular safety inspections, training sessions, and audits, identifying and mitigating potential hazards, and ensuring staff were equipped to respond to emergencies

EDUCATION

Olabisi Onabanjo University
BSc in Public Administration **Dec. 2009**

Olabisi Onabanjo University
Diploma in Public Administration **May 2005**
(Upper Credit)

REFEREES

Available on request