CURRICULUM VITAE

CHRIS OZIOMA

Bank Teller | Administrative & Operations Support

080354 625 07 | ozigod50@gmail.com
No. 242 Obodouku Road, Okpoko, Onitsha, Anambra State
Nationality: Nigerian | **Gender:** Male | **DOB:** 10 Jan 1988

PROFESSIONAL SUMMARY

A committed and detail-oriented professional with strong experience in store management, procurement, and warehouse supervision. Known for excellent time management, problem-solving abilities, and adaptability. Dedicated to maintaining operational accuracy, ensuring customer satisfaction, and supporting organizational goals. Seeking a role where I can contribute positively to efficiency, service delivery, and team performance.

CORE COMPETENCIES

- Time Management
- Problem Solving
- Inventory & Stock Control
- Customer Service
- Procurement & Vendor Management
- Team Coordination
- Documentation & Reporting
- Ability to Learn Quickly
- Adaptability & Flexibility

EDUCATION

Bachelor of Science (B.Sc.) in Banking and Finance
Enugu State University of Science and Technology (ESUT), Enugu
Mar 2004 – Nov 2007

WORK EXPERIENCE

Contact Marketing Agency

Warehouse Supervisor
Nov 2021 – Nov 2024

- Coordinated warehouse operations, inventory updates, and material movement.
- Ensured timely dispatch and receipt of goods, reducing delays by improving workflow.
- Maintained proper documentation and stock integrity.
- Managed warehouse staff and ensured compliance with safety standards.

Vico Global Resources Ltd

Procurement Officer
Feb 2017 – Aug 2021

- Handled procurement planning, sourcing, and negotiation with vendors.
- Ensured timely and quality acquisition of materials and supplies.
- Maintained vendor relationships and updated purchase records.
- Ensured cost-effective buying strategies and compliance with company policies.

Foxtron Engineering Nigeria Limited

Store Manager
Apr 2012 – Nov 2016

- Managed store operations, stock issuance, and inventory balancing.
- Reduced stock loss through effective tracking and accountability systems.
- Ensured materials availability for production and project needs.
- Supervised staff and ensured effective recordkeeping.

PROFESSIONAL SKILLS

Operational Skills

- Warehouse & Store Management
- Inventory Analysis
- Procurement & Supply Chain Support
- Record Keeping & Data Entry
- Logistics Coordination

Soft Skills

- Strong Work Ethic
- Ability to Learn from Mistakes
- Critical Thinking & Creativity

- Communication & Teamwork
- Adherence to Deadlines
- Problem Solving

LANGUAGE PROFICIENCY

- **English** – Fluent

ADDITIONAL INFORMATION

- Highly adaptable and open to learning new processes
- Comfortable working in fast-paced environments
- Dependable and punctual with great attention to detail

REFERENCES

Mr. Victor Ogbonna
Managing Director/CEO, Vico Global Resources Ltd
080386 60274 | vicoglores@yahoo.com

Mr. Kelechi Obasi
CEO, KC Car Dealer and Auto Spare Parts
08122539035