

OLUWADARE JOSEPH OWOLADE



Al Ain - Abu Dhabi, UAE



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PERSONAL INFORMATION

Date of Birth : Feb 2, 1983

Civil Status : Married

Religion : Muslim

Nationality : Nigerian

Visa Status : Employment Visa



LANGUAGES

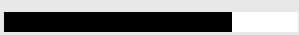
English



Arabic



Yoruba



ACTIVITIES & HONORS

Member of Small Business Association
2008 - Present



OBJECTIVE

To pursue a career with progressive employment that will allow me to utilize and expand my extensive skill and experience in creative and productive manner opportunities for professional growth.



EXPERIENCE

Store Keeper

03/2017 - Present

Eventecs Wedding Services Abu Dhabi, U.A.E.

- ✦ Responded to customer request via telephone and email.
- ✦ Analyzed departmental documents for appropriate distribution and filing.
- ✦ Copied, logged and scanned supporting documentation.
- ✦ Developed new process for employee evaluation which resulted in marked performance improvements.
- ✦ Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- ✦ Trained internal staff members on administrative processes, work instructions and procedures to facilitate consistent and seamless company operations.
- ✦ Evaluated effectiveness of training by surveying trainees and managers and collecting before and after data showing training impact.

Store Keeper

08/2015 - 03/2017

Royal Catering Services Abu Dhabi, U.A.E.

- ✦ Negotiates with 20 freight companies, which resulted in new contracts that reduced overall shipping costs by 100% annually.
- ✦ Monitored \$10,000 freight budget per year.
- ✦ Provided subject matter expertise on inventory levels and processes to internal and external customers to meet diverse requirements and smooth processes.
- ✦ Created intricate and visually clear 3D renderings as part of Major project proposals for architectural firms.
- ✦ Planned stock quantities according to marketplace demand and sales forecasts.



EDUCATION

Ayo Grammar School Ipogun - Ondo, Nigeria

High Scholl Diploma (05/1999)

Symcom College, Abu Dhabi - Abu Dhabi, U.A.E.

Some College (No degree): Essential Food Safety Training

Michael Okpora University of Agriculture Umudike, Abia State, Nigeria

Bachelor of Science: Forestry and Environmental Management

08/2007

PERSONAL PROFILE

- ✦ Objective & key career achievements competent administrative professional supporting the underwriting process with effective document evaluation, report writing and file management skills.
- ✦ Proficient in issuing quotes, gathering details and reviewing renewal request.
- ✦ Dedicated to enhancing underwriting department operations with an analytical and disciplined approach.
- ✦ Able to work with minimal direction to solve problem, conflicts and respond to customer inquiry
- ✦ Independent-minded physician liaison demonstrating superior sales marketing and public relations talented.
- ✦ An effective leader willing to interact with office personnel and decision maker.
- ✦ Goal oriented individual with a pleasant personality and a tenacity that knows no restriction.
- ✦ A multitasking physician liaison considered highly ambitious.
- ✦ Willing to meet or exceed monthly quotas and capable of maximizing brand awareness.
- ✦ Punctual hospitality professional bringing more than years of experience
- ✦ Diligent in updating records, inspecting shipments and resolving discrepancies.
- ✦ Effective rotate stock to minimize spoilage and obsolescence.
- ✦ Hardworking store keeper with expertise in preparing contracts and purchase orders, coordinating requisitions, managing back orders and handling all other aspects of inventory with consistent and efficient support.
- ✦ Methodical in keeping documentation current and auditing inventory for accurate recordkeeping

KEY SKILLS

- | | |
|---|--------------------|
| ✦ Methodology implementation | ✦ Product Testing |
| ✦ Strong written and verbal communication | ✦ Clerical Support |
| ✦ Risk management process and analysis | ✦ Public speaking |
| ✦ Report writing | ✦ Team leadership |
| ✦ Extremely organized | ✦ Self-motivated |

COMPUTER SKILLS



MS PowerPoint



MS Excel



MS Word



Emails/Internet