

# RESUME

## GBENGA EMMANUEL OLABODE

Deira, Dubai United Arab Emirate

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### Summary

Resourceful and proactive Logistics Assistant with expertise in resource coordination supply chain management and team leadership. Extensive knowledge of enterprise deployment systems. Highly skilled in 3PL AS/400.

### Highlights

- Procurement
- Inventory management
- Transportation coordination
- Results-oriented
- Decisive
- Team leadership
- Warehouse and fulfillment
- Imports and exports
- Detail-oriented
- Flexible

### Experience

**Logistics Assistant. 11/10/2020 –11/30/2021**

#### **Mincom Trading (L.L.C)**

#### **Al Qusaias, Dubai**

- Supervise shipping and receiving operations.
- Procure materials needed for efficient movement of goods inside and outside warehouse.
- Update computer system with shipment details.
- Respond to employee concerns and work with leadership and departments to resolve each.
- Able to communicate effectively with both internal & external clients and suppliers
- Monitoring deliveries and mail and distribute to staff in timely manner

### Personal Data

Nationality: Nigeria

Passport: A11648917

Date of Birth: 15<sup>th</sup> Sept 1991

Visa Status: Resident

**Logistics and Supply chain Assistant. 10/1/2017 – 2/1/2020**

**Cadbury Plc**

**Agidingbi Ikeja, Lagos State**

- Managed training safety and compliance programs.
- Coordinated shipping requests for expedited delivery and documented accurately to ensure correct billing.
- Provided safety training and development services for new and existing drivers.
- Coordinated with freight forwarder to ensure vendor shipping details and updates.
- Documented personnel issues and collaborated with department head on resolutions.
- Revamped safety procedures to reduce workplace incidents.
- Ensured all merchandise was properly tracked and routed inside warehouse. Process receipts and returns in Microsoft Dynamics GP.
- Prepare FedEx/UPS/DHL/USPS letters and packages and call for pick up or drop off.
- Organizing and maintaining meeting rooms, duplication center and mailroom.
- Assisting staff with mass mailings, reports, copying and other tasks as needed.

#### **Professional Skills**

- Qualitative abilities including strong analytical skills, technical proficiency.
- Demonstrated strong attention to detail with excellent organization skills and able to work independently in a results-driven, fast-paced environment.
- Proactive, has strong time management & prioritization skills, able to handle multiple tasks.
- Excellent planning, communication and organizational skills and effective problem-solving skills.
- Practical organization skills with attention to detail along with ability to multi-task.
- Excellent time management skills both independently and as a part of a team.

Education

**Bachelor of Science – Business Administration and Management**

**University of Lagos - 2016**

#### **Reference**

Can be provided up-on request.

#### **Declaration**

I hereby declare that all particulars furnished above are true to the best of my knowledge.

***GBENGA EMMANUEL OLABODE***