

OYEDELE OLUWASEUN ABRAHAM

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EXPERIENCE

2024-Present **CHARTERHOUSE LAGOS**

LAGOS, NIGERIA

Assistant Supply chain Officer (Procurement department)

- Creating purchase order for restocking.
- Tracking, Receiving and inspecting incoming shipments.
- Overseeing the storage and organization of school supplies and equipment imported, ensuring that they are stored properly.
- Communicate with carriers, suppliers, and customers to resolve issues and ensure smooth operations.
- Manage customs clearance and import/export documentation.
- Assisting in ordering new items or restocking the inventory.
- Collaborating with team members to address inventory, vendor and logistics issues.
- Keeping inventory records up to date and accurate.
- Assisting with inventory analysis and reporting as needed.

2023-2024 **CORONA SCHOOL'S TRUST COUNCIL**

LAGOS, NIGERIA

Store Officer

- Perform thorough inspection of received goods to avoid discrepancies with orders; identify and return visibly damaged goods to the supplier.
- Ensure received stock is properly stored in appropriate locations.
- Ensure appropriate stock replenishment at re-order levels and coordinate stock purchase requisitioning for the school stores.
- Ensure timely, accurate and complete documentation of all transactions pertaining to dispatch of items from the store.
- Carry out periodic stock count in conjunction with the Internal Auditor and relevant departmental head and resolve any discrepancies on a timely basis.
- Developed an appropriate and efficient filing system for hard and soft copies of all documents to facilitate easy access/retrieval.
- Prepare and submit periodic activity / management reports to the Store coordinator in stores management.

2020-2022 **LERU TRUST INVESTMENT LTD.**

LAGOS, NIGERIA

Administrative Assistant

- Reviewed and maintained written and computer files, plus conduct data entry.
- Assisted in the coordination of administrative functions, including budget, personnel, meetings, and clerical duties.
- Preparation of confidential documents and reports
- Maintained meeting minutes,
- Coordinate operations, including purchasing, equipment, property inventory, building, equipment, and disposal.
- Maintained complete stock of all office supplies and accuracy of inventory.

2019-2020 **EWU COMPREHENSIVE HIGH SCHOOL (NYSC).**

EKITI, NIGERIA

Typist

- Typing, Proofreading, transcribing all educational documents from dictation, audio recordings, written documents, and other media.
 - Managed and maintained the physical and digital document filing system.
 - Ensuring that the office supplies are maintained and informing the supervisor of any issues or requirements.
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EDUCATION

2014-2018 **ENUGU STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY**

ENUGU, NIGERIA

B.SC Business Administration

OTHER

- Technical Skills: Microsoft Suite, Microsoft 365, Microsoft Navision, Sage, QuickBooks, SAP ERP, Oracle,
- Certifications: Customer Relationship Management (Ciel Consulting) 2020, Sage (Droidedge Consulting) 2022, Microsoft in Education Certificate (MIEE) 2024, Chartered Institute of Logistics and transportation (CILT) 2025 (in view).