

OLOMOSAKIN ADENIJI OLAOLU

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Profile

Results-driven professional with vast knowledge in building construction field. A detailed and punctilious person who pays strong attention to little and important details.

Employment History

Procurement Officer at Arbico Plc, Lagos

2019 —Present

- Ensures on time process of request for efficient delivery to site.
- Creates Vendor database
- Purchase the best quality of product at the cheapest price possible after carrying out accurate price analysis.
- Keeps record of purchase and updates price list per time
- Registration and verification of vendors
- Creates and maintain good relationship with vendors
- Making professional decision in a fast-paced environment
- Negotiate the best deal of construction materials
- All other duties assigned to me by the line manager

Civil Engineer (Intern) at Jericho Construction, Lagos

2014 — 2015

- Supervision of construction works
- Interpretation of building drawings to artisans on site
- All other duties assigned to me by my supervisor

Education History

Higher National Diploma, Yaba College of Technology, Yaba, Lagos State

Certificate: Awarded Higher National Diploma (Civil Engineering)

Grade: Distinction

National Diploma, Yaba College of Technology, Yaba, Lagos State

Certificate: Awarded National Diploma (Civil Engineering)

Grade: Upper Credit

References

Available upon request

Skills

Team Work *Skillful*

Time Management *Skillful*

Critical Thinking *Skillful*

Interpersonal Relationship Skills
Skillful

Negotiation Skills *Skillful*

Problem Solving *Skillful*

Core Competences

Procurement *Experienced*

Supply Chain *Experienced*

Vendor Management *Experienced*

Strategic Sourcing *Experienced*

Product Costing *Experienced*

Data Analytics *Skillful*

Strategic Planning *Skillful*

Database Management *Skillful*

Project Management *Experienced*

Tools

Microsoft Office *Highly proficient*

Tally ERP 9 *Highly proficient*

Sage 300 *Highly proficient*

Power BI *Highly proficient*

AutoCAD *Highly proficient*

Orion *Proficient*

Certificate

HSE Level 1,2 and 3

Project Management

Fire Safety certificate

AutoCAD 2D/3D

Analyzing and Visualization of data
with Power BI