



Olufemi Mausi Samuel

15, Oshobu street Pen cinema Agege, Lagos state Nigeria
Email:olufemimausi@gmail.com • Mobile: +234-8122533105

Summary

I am a self-motivated and creative young man with a high degree of responsibility and integrity in office administration and management, who has a flair for solving problems and keen interest in learning, proficient in working with and within groups, ability to work alone and desirous of working in a trust and result oriented organization to achieve corporate objectives.

Core competencies and Skills include

<ul style="list-style-type: none">• Effective communication (written & verbal) skill• Strong Inter-personal skill• High analytical thinking skill• Inventory Management	<ul style="list-style-type: none">• Proficient in the use of Microsoft Office Applications (Word, Excel, Power point) Outlook• Effective time management skill• Ability to multitask excellently	<ul style="list-style-type: none">• Research & data analysis• Cost Reductions and Resource Management• Excellent office Administration• Experienced in Web Content and Social Media use
--	--	--

CAREER EXPERIENCE

CONNECT MARKETING SERVICES NIG. LTD LAGOS NIGERIA

An Experiential Marketing and Consumer Engagement Agency that create experiences that help brands connect to their audiences, engage and build lasting, profitable relationships

POSITION

Warehouse/Facility Manager.

2018 - Date

Responsibilities:

- Provide effective supervision and coordination of all company's properties
- Ensure competitiveness on supplier engagement process for every facility work for cost saving initiatives
- Conclude all project expenses retirement not more than 72hrs after project completion
- Identification and timely resolutions of all facility logged issues within 48hrs
- Ensure office environment is in a good state always (Maintenance & beautification of surroundings)
- Prepare (facility & warehouse) management reports monthly.

- Collateral management (ensure all clients collaterals are picked up and returned) 0% loss and damage of collateral
- Timely servicing and repairs of collaterals in the warehouse
- Control inventory levels by conducting physical counts; reconciling with data storage system
- Maintains physical condition of warehouse by planning and implementing new design layouts
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols

Facility Manager/Warehouse Asst. Manager

2017-2018

Responsibilities:

- Provide effective supervision and coordination of all company's properties
- Ensure competitiveness on supplier engagement process for every facility work for cost saving initiatives
- Conclude all project expenses retirement not more than 72hrs after project completion
- Identification and timely resolutions of all facility logged issues within 48hrs
- Ensure office environment is in a good state always (Maintenance & beautification of surroundings)
- Prepare (facility & warehouse) management reports monthly.
- Assist warehouse manager in warehouse management

Office/Warehouse Assistant

2015 - 2017

Responsibilities:

- Timely submission of all documents & invoices to client's offices
- Supervise janitors' operations for effective office tidiness
- Photocopy and collate documents for distribution, mailing and filing
- Order office supplies and maintain inventory
- Process incoming and outgoing mail manually or electronically
- Receive and forward telephone or electronic enquiries
- Type and proofread correspondence, forms and other documents
- Record and prepare minutes of meetings, seminars and conferences
- Assist in all warehouse operations & management
- Copy/content editing

U.A.C RESTUARANT

A subsidiary of U.A.C of Nigeria LTD. The fastest growing quick service restaurant (QSR) business in the West African region.

POSITION

Office Assistant

2004 - 2009

- Work in different areas of the restaurant as Cashier, Lobby attendant, Storekeeper & Pastry baker

EDUCATION

University of Ibadan

2019

Psychology (BSc)In view

Baptist High School Obanikoro Lagos

2000

Senior Secondary Certificate Examination (S.S.C.E)

TRAININGS ATTENDED

- Fundamentals of Digital Marketing by Google
- Office Management & effective Administration skills

Personal Information

Nationality

Nigerian

State of origin:

Lagos

Sex:

Male

Marital status:

Married

Date of Birth:

July 2nd, 1982.

Hobbies: Internet surfing, Reading and Sport (table tennis & football).

Reference: On Request

Language Abilities: English
