
ATONILA, KAYODE EZEKIEL

Address: Zone 1, No. 74 Sheda Quarters, Gbessa, Off Sauka Opposite NIS Headquarters,
Airport Road, Abuja.

Phone number: +2348131226828, +2347087799316

Email: atonilakayzee@gmail.com

PROFILE AND BACKGROUND

I am a hardworking, trustworthy and motivated Logistics Officer successful at managing customs compliance inventory control customer service and transportation logistics. Quick and thorough decision maker with the ability to resolve customer concerns while keeping everyone satisfied. Dedication to keeping my skills and knowledge up to speed by learning new computer software, working with innovative customer service approaches and being part of a team of knowledgeable colleagues. I possess excellent negotiation and problem-solving skills and swift identification of the root cause of the problem and joint development of effective solutions for better output with an additional advantage of multi lingual and cultural background experiences and focused on developing and implementing process controls and quality improvement initiatives that reduce costs and increase company revenue.

COMPETENCY SKILLS

- | | |
|-----------------------------|------------------------------|
| • Cost reduction | • Logistics network analysis |
| • Strategic planner | • Team leadership |
| • Rate negotiations | • Shipment consolidations |
| • Warehouse and fulfillment | • Vendor management |
| • Advanced computers skills | • Inventory tracking |

PROFESSIONAL SKILL

- | | |
|------------------------|------------------------------------|
| ❖ Customer service | ❖ Attention to detail |
| ❖ Product knowledge | ❖ People oriented |
| ❖ Quality focus | ❖ Analysis |
| ❖ Market knowledge | ❖ Problem solving |
| ❖ Documentation skills | ❖ Organizational skills |
| ❖ Listening skills | ❖ Adaptability |
| ❖ Conflict resolution | ❖ Ability to work under pressure |
| ❖ Multitasking | ❖ Persuasion skills |
| ❖ Patience | ❖ Willingness and ability to learn |
| ❖ Negotiation | |

ACCOMPLISHMENTS

- Developed detailed logistics plans, assisted in the management of multiple logistics operations, and tracked shipments.
- Performed market research, built and maintained strategic relationships with suppliers and business partners, and executed multiple clerical duties.
- Worked on the creation and implementation of new, more efficient deployment processes to increase efficiency and reduce costs - decreased expenses by 35%.
- Awarded Employee of the Month and recognized by executives for constantly performing great work.

EDUCATION

Kogi State University, Anyigba	- BSc. Biochemistry	-	2011 - 2015
Asetu Memorial Comm. Sec. School Oranre, Kogi State	- SSCE Certificate	-	2003 - 2008
A U D Primary School Orare, Kogi State	- F.S.L. Certificate	-	1997 - 2002

PROFESSIONAL EXPERIENCE

Leviathani Moto Services Limited **8th Jan 2018 – till date**

Logistics Officer

Roles:

- Present carrier-performance metrics and monthly costs reports to executive team.
- Create an annual budget and developed a comprehensive plan to accomplish company objectives while staying within budget.
- Prioritize order security accuracy and on-time pickup and delivery.
- Prepare documents for shipment claims submissions.
- E-mail suppliers carriers and customers with shipping updates.

Amazing grace hospital, Anyigba, Kogi State

4th Aug 2014 – 30th June 2016

Logistics Officer

Roles:

- Managed shipment schedules to maximize productivity and cut costs.
- Assigned shipments to carriers in the centralized database.
- Monitored the workshop work flow for 300 employees.
- Communicated with dispatchers warehouses and customers regarding outgoing orders.
- Reviewed and analyzed data from companies in non-competing industries to amass strategic insight.

Matoke Nigeria Limited, Kabba, Kogi State

6th April 2009 – 31st July 2014

Logistics Officer

Roles:

- Determined the most cost-effective procedures and routes for shipments.
- Translated business needs and priorities into actionable logistics strategies.
- Gathered logged and monitored all shipping data.
- Minimized damage and repair costs through careful management and preventative maintenance.
- Took corrective action in the case of accidents and delays to minimize extra expenses.

PERSONAL INFORMATION

Sex:	-	Male
Date of birth:	-	11 th May, 1991
Religion:	-	Christianity
State of origin:	-	Kogi
Marital status:	-	Single
Nationality:	-	Nigerian

HOBBIES

Research, Planning, Reading and Meeting people

LANGUAGES

Excellent: English and Yoruba

REFERENCES

To be provided on request