

SHOTUNDEOLUWASEUNMATTHEW

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PERSONAL DATA

Name: Oluwaseun Matthew Shotunde

Nationality: Nigeria

LGA of Origin: Abeokuta South

Marital Status: Married

Address: 2, Prince Oyekan street, off Olamummy, Aboru, Iyana Ipaja. Lagos

Next of Kin: Ibukunoluwa Elizabeth Shotunde

EDUCATION

School attended

	<u>Date</u>
1. University of Ibadan, Ibadan, Oyo State.	2004-2008
2. Centinel computer institute, Iyana Ipaja, Lagos.	2002
3. Ezekiel private college, Iju, Lagos.	2001-2002
4. Command Day secondary school, Oshodi, Lagos.	1996-2001
5. Command children school, Oshodi, Lagos.	1986-1995

QUALIFICATIONS

1. Bsc. Archaeology, University of Ibadan.	2008
2. Diploma in computer studies, Centinel computer Institute.	2002
3. Senior school certificate of Education. (WAEC).	2002
4. Primary school leaving certificate.	1996

Training courses attended.

	<u>Date</u>
1. Power point & Excel Fusion.	2014

Organised by Tarsus Concept (Dangote Academy | Tiger Brand)

2. Business intelligence with MS Excel	2014
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Organised by Tarsus Concept (Dangote Academy | Tiger Brand)

3. Customer service & Relationship Management.	2012
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Organised by AMAG NIG LTD.(Dangote Academy)

4. Safety, Health and Environment.	2011
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Organised by Today Consult and investment Ltd.

Special skills and Ability

1. Proficient and advance user of the Microsoft office suites, precisely Microsoft word, Microsoft Excel and Microsoft PowerPoint. e.g. Data consolidation, VBA, etc.
2. Advance knowledge of Navision Package.
3. Advance use of SAP package.

4. Advance use of Iscala package.
5. Fast and accurate typing skills.
6. Effective communicating and interpersonal .
7. Problem Solving
8. Ability to work with no supervision.
9. Resilience
10. Analytical skills
11. IT skills
12. Ability to work under pressure.
13. Team player, result oriented and goal getter.
14. Very attentive to directives, information and instructions
15. Well composed and time conscious.

WORK EXPERIENCE.

Date

1. Logistics and vehicle maintenance manager 2020–to date
Tasty time Nigeria Limited
Reporting to: General Manager/MD

Job functions:

- a. Supervising and maintaining of LT diesel engine and truck engines such as (814, DAF 65, 75 and others).
- b. Determining and supervising all delivery locations.
- c. Tracking all vehicles using tracking device and software to ensure all vehicles are at their exact locations.
- d. Ensuring all vehicle documents are valid and not expired before allowing vehicle for operation.
- e. Ensure all drivers license are valid so as to avoid penalization from the government officials such as V.I.O and Road safety.
- f. Daily routine of vehicle check up to ensure they are in good other for operations.
- g. Ensure proper vehicle maintenance are maintained and doesn't go beyond the standard of one month to six weeks depending on the distance covered, the trips they go in a day and the usage.
- h. Ensure all vehicles are equipped with the necessary tools such as jack (10 to 15tons) depending on the vehicle's tonnage, wheel spanners (24/27, 30/32 sizes) depending on the type of stud and nuts the vehicle uses especially for trucks, C- cautions, fire extinguishers etc.
- i. Ensure engine oil and radiator water are checked so as to know the level of oil and water before the engine is ignited.
- j. Procuring of parts for vehicles so as to avoid stock out.
- k. For diesel LTs, I ensure all engines are heated well before igniting the engines.
- l. I ensure all drivers are properly dressed before discharging their duties.
- m. I ensure all drivers welfare are properly maintained so as to enjoy good services.
- n. Approval for the purchase of diesel and ensure proper discharge from the supplier.
- o. Verification of the diesel density to ascertain if it has not been mixed and to prevent our engines from damaging.

2. Sales Admin, Operation, Customer Service/ Inventory manager . 2017-2020
Cormart Nigeria Ltd (TGI GROUP)

Reporting to: Head, ECOLAB Department

Job functions:

- a. Supervising of warehouse transfer shipments
- b. Supervising of Ecolab, NALCO, DDW and Henkel chemical products per SKU. NalcoBT53, Stabilon plus, Dry exx for lubrications, Dry exxGF, Nitirc Acids, HCL, technomelts for sealing, caramels etc.
- c. Ensuring products are in good condition before being delivered to customers.
- d. Supervising of locally purchased products and that of imported received shipments and goods received notes (GRN) before final posting system approval is done.
- e. Implement the using of FIFO for warehousing policy and to ensure product standard are in the range of validation
- f. Ensuring all locally purchased products and imported received consignments are properly documented with products COAs, shipment waybills, TDS and also verification of product life span if it's not less than year before expiration.
- g. Ensuring all products life span are not less than 6 months to a year before sending them to customers.
- h. Ensuring good storing and stacking of products are properly maintained.
- i. Supervising and ensuring proper monthly stock taking/count is maintained so as to maintain good stock position and level.
- j. Ensuring product validation are maintained.
- k. Supervision of each SKU bin cards against electronic stock for proper stock monitoring, level and avoiding variances and discrepancies.
- l. Generating and documenting of stock report at the end of the month for analysis and reconciliations.
- m. Stock analyst
- n. Procuring of PPE (personal protective equipment) for all ECOLAB site staffs working in breweries. e.g. NBL OTA, ABINBEV (ILESHE, PORTHACOURT, ONITSHA and SHAGAMU), NBC ASEJIRE, NBC IKEJA, SEVEN UP bottling company etc. Liaising and negotiating with vendors on the type of PPE to purchase for effective protection against harsh and hazardous chemicals. Verification of PPE purchased are; (bump caps, double cartridge Chemical nose mask, face shield, chemical resistance hand gloves, ear bud and muffs, safety boots and safety glasses, reflective jackets of different colours depending on the site location choice, rubber gloves, and any other requests).
- o. Supervising and Generating of action log report for tracking deliveries, trucks, issued PPES against quantity purchased and dating as at when due for replacement which is to be renewed every six months due to the nature of the chemicals the site staffs are working with and proper.
- p. Supervising of orders, Invoices, and deliveries
- q. Supervising and ensuring customer's complaint are duly resolved and long last solution are provided.
- r. Reconciliation and Supervising customers' reconciled account.
- s. Supervising warehouse to ensure accurate stock level and ERP update.
- t. Signing of orders and liaising with account department such as; internal auditor, credit control and others for prompt and proper posting of customer's payment.
- u. Soliciting for extension of credit facility for credit customers that are reliable, constant buyers and to increase their turnovers.
- v. Surpervising of ORP (overseas request purchase) files and ensure Proper documentation for easy tracking and following up of ordered/imported product skus.
- w. Signing of float and reviewing of expenses.

- x. Signing of credit facility request for customers.
- y. Analysing and reporting of Sales performance against targets.
- z. Analysing daily, weekly and yearly liftings and pending unserviced orders/all LPOS against targets to ascertain turnover.
- aa. Data validation. Business analytics and technicality in reporting.
- bb. Attend to walk-in merchants by assisting them to book shipments, prepare packages for deliveries and also resolve any sign up challenges.
- cc. Attend to courier partners by receiving packages, processing them for delivery and forwarding packages for delivery.
- dd. Manage and resolve daily courier partner issues, failures and delays.
- ee. Communicate with merchants, courier partners and internal teams to manage and resolve issues.
- ff. Taking note of customer complaints, escalating them to the team in charge and following up.
- gg. Resolve hub related issues escalated by the support, operations and tech team promptly.
- hh. Identify opportunities and offer recommendations to implement solutions.
- ii. Generate and send weekly hub related reports to the supervisor.
Assigning of jobs to Junior colleagues ac. And all administrative and operation jobs assigned by the departmental Head.

3. Business Development/ Customer Service manager

2016-2017

THLD logistics International

Reporting to: MD

Job functions:

- a. Providing Sales and ensuring set targets are achieved.
- b. Developing of new customers and also maintaining the existing ones.
- c. Planning and execution of proposed targets to achieve organizational growth.
- d. Following upon existing and new customers to maintain and ascertain business continuity.
- e. Provision of business development to ensure sales growth
- f. Product analyst, market visitation and implementation of sales channel.
- g. Generating sales revenue
- h. KAM, energy products such as CNG, LPG, car gas conversion kits. Skid tanks, nozzles and gas station dispensing machine
- i. Product awareness through merchandising, road shows. Radio jingles e.t.c.
- j. Writing of proposals to customers', e.g. companies, schools to show awareness of the use of double fueling system.
- k. Business analysis, planning, presentation and execution.

4. Customer Service, Sales Admin/ Business development manager 2015-2016
Stagline Construction Ltd
Reporting to: MD
Job functions:
- a. Supervising of Prepared Invoices, and to ensure client's payment at properly monitored and duly posted
 - b. Business soliciting and execution
 - c. Liaising with clients on projects and site visitation
 - d. Liaising with procurement on materials and products request implementation of projects.
 - e. Documentation of staffs' information.
 - f. Supervising Prepared expenses and account reconciliation.
 - g. And all assigned jobs directed by the MD.
5. Sales Operation executive / Data Analyst 2014-2015
Dangote Pasta Noodles (DANGOTE GROUP)/ Tiger Brand SA.
Reporting to: Head, Sales
Job functions:
- a. Serving as an intermediary between the customer and the company.
 - b. Preparing daily, weekly, monthly, quarterly and yearly sales reports.
 - c. Providing management with business intelligence that guides the direction of business decision making.
 - Analysing trend of sales to determine the true position of the company.
 - Serves as company data bank and backup.
 - Comparing sales performance with respect to competition.
 - Relaying activities of competitors to management.
 - Market price analysis.
 - Analysing impact of promotions on sales.
 - Analysing performance of customers.
 - Analysing performance brands| products, also in relation to competition.
 - d. Providing the business information as may be required.
 - e. Forecasting and budgeting of targets quarterly and yearly.
6. Sales operation/ Customer service officer: 2013-2014
Dangote pasta noodles Ltd (DANGOTE GROUP)/(Tiger Brand Plc)
Reporting to: Customer Executive
Job functions:
- a. Maintaining and building strong relationship between the customers and the company, and existing strict compliance with customer service level.
 - b. Responsible for the registration of new customers.
 - c. Receiving customer's complaints and taking necessary actions to the complaints.
 - d. Building accurate lists of customers.
 - e. Responding to prospective and existing customers'.

- f. Generating sales orders and follow up to ensure prompt delivery to the customers.
- g. Breakdown and assigning sales targets to customers' and assist in drawing up plans to ensure customers achieve the set targets.
- h. Preparation of float, expenses and claims for field staff.
- i. Preparing daily, weekly, monthly and yearly reports to individual, regional and national sales performance.
- j. Liaising with other internal departments such as accounts, logistics and production in respect of servicing of customers' order.
- k. Other duties as assigned by the customer Executive

7. Sales operation/ customer service officer: 2012-2013

Dangote pasta Ltd (DANGOTE GROUP)

Reporting to: Sales Operation Manager

Job functions:

- a. Reconciliation of customers account.
- b. Spooling, Printing out and sending of hard and soft copies of customer's account details at the end of the month for proper verification of transactions and lifting.
- c. Preparation of customers' monthly incentive in respective of their lifting.
- d. Ensuring all work flow are Swift so as not to delay customers and to improve customer satisfaction
- e. Preparing daily, weekly, monthly and yearly reports to individual, regional and national sales performance.
- f. Liaising with other internal departments such as accounts, logistics and production in respect of servicing of customers' orders.
- g. Other duties as assigned by the sales operation manager.

8. Customer service / Sales Admin Officer: 2011-2012

Dangote pasta Ltd (DANGOTE GROUP)

Reporting to: Sales operation Manager

Job functions:

- a. Receiving customer's complaints and taking necessary actions to the complaints.
- b. Building accurate lists of customers.
- c. Responding to prospective and existing customers'.
- d. Generating sales orders and follow up to ensure prompt delivery to the customers.
- e. Breakdown and assigning sales targets to customers and assist in drawing up plans to ensure customers achieve the set targets.
- f. Preparation of float, expenses and claims for field staff.
- g. Preparing daily, weekly, monthly and yearly reports to individual, regional and national sales performance.

- h. Liaising with other internal departments such as accounts, logistics and production in respect of servicing of customers' orders.
- i. Other duties as assigned by the sales operation manager

9. Statistics/ Sales Admin officer:

2009-2011

Dangote pasta Ltd (DANGOTE GROUP)

Reporting to: Sales Admin Manager

Job functions:

- a. Receiving customer's complaints and taking necessary actions to the complaints.
- b. Building accurate details and lists of customers
- c. Following upon orders to inter trade markets.
- d. Responding to prospective and existing customers'.
- e. Account reconciliations and mailing of customers account details to them every month.
- f. Calling of customers for feed back on their consignments.
- g. Generating of monthly customers rebate and ensure they are posted correctly into customers individual account.
- h. Assisting and following up with self collection customers' to ensure Swift work flow and quick response to customers request and consignments.
- i. Generating sales orders and follow up to ensure prompt delivery to the customers.
- j. Liaising with logistics for allocation of trucks for the dispatch of customers consignments for prompt and safe deliveries.
- k. Breakdown and assigning sales targets to customers and assist in drawing up plans to ensure customers achieve the set targets.
- l. Preparation of float, expenses and claims for field staff.
- m. Preparing daily, weekly, monthly and yearly reports to individual, regional and national sales performance.
- n. Liaising with other internal departments such as accounts, logistics and production in respect of servicing of customers' orders.
- o. Other duties as assigned by the sales operation manager.

Hobbies:

Travelling, reading, typing and making research and findings and relating with people.

Referees: Available on request.