

FAROOQ UMAR ALI

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PROFILE SUMMARY

To secure a career opportunity with reputable organization where my knowledge and skills can be a positive contribution and strengthen the overall organizational performance that drives towards profits.

SKILLS

SAP, Microsoft word, excel, software and hardware

WORK EXPERIENCE

Cyber café Administrator

Fitiyat Computer Business Services| Ilorin, Kwara State 2010/2013

- Responsible for conducting information technology (IT) training in desktop publishing, Microsoft office, hardware and software for apprentices and students of the university
- Monitored and focused on addressing customer needs and resolving concerns
- Maintenance of office equipment on a day to day basis
- Supervised the activities and ensured that the expenditure spent on business running is not greater than income.

Logistic Manager

Scab Oil and Gas Ltd| Akure, Ondo State 2014/2017

- Vendor management and new vendor development
- Monitored end to end tracking of goods delivery, adhering to the compliance standard
- Planned and scheduled of timely fleet inspection and monthly trucks maintenance
- Checked prices and calculated totals for accurate invoice processing
- Provided a broad range of administrative and technical assistance to customer and co-workers on a day to day basis such as supply, procurement and quality assurance

Silo Attendant

Olam Flour Mill, Ilorin Plant 2021/2023

- Maintained stock record of raw materials at the beginning and closing shift
- Monitored and ensured that the silo area and plant machinery were kept in a high level of cleanliness by cleaners
- Notified QC department on truck arrival for sample collection and analysis
- Reported any outstanding faults and pending works on silo operations to maintenance department
- Ensured that the way bills registered and signed by shift manager and cross checked the truck emptiness after discharged

EDUCATION

- National Diploma in Business Studies | Kwara State Polytechnic, Ilorin 2012/13
- Higher National Diploma in Purchasing and Supply | Kwara State Polytechnic, Ilorin 2017/19

TRAINING AND CERTIFICATION

- Diploma in Computer Engineering |Wisdom Computer Training Institute 2005/06

