

# Adewale Oluwadunni Esther

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## Profile

Strategic and results-driven Operations Manager with over 6 years of experience in logistics, compliance, and team leadership. Adept at overseeing operations, streamlining workflows, and implementing innovative policies to enhance organizational efficiency. Skilled in cross-functional collaboration, resource allocation, and client relationship management, with a proven ability to achieve operational goals within strict deadlines. Committed to building high-performing teams and fostering a culture of continuous improvement to drive business success.

## Employment History

### SENIOR EXECUTIVE | LIBRA CIRCLE LIMITED | APRIL 2024 - PRESENT

- Directed daily operations, ensuring seamless shipment tracking, clearance, and delivery.
- Collaborated with cross-functional teams to improve workflow efficiency and meet client demands.
- Analyzed operational data to identify inefficiencies and implemented corrective measures, reducing delays.
- Delivered comprehensive reports to upper management, outlining operational milestones and challenges.
- Mentored and coached team members to enhance productivity and achieve organizational targets.

### CUSTOMER RELATIONSHIP OFFICER | OCTAMODE NIGERIA LIMITED | MARCH 2023 - MAY 2024

- Oversaw the execution of operational strategies, ensuring alignment with company goals.
- Designed and implemented initiatives to improve service delivery and operational efficiency.
- Coordinated with clients and internal departments to resolve logistical and administrative challenges.
- Conducted regular team meetings to discuss goals, performance metrics, and process improvements.

### LOGISTICS OFFICER | PEACE & PASSANT NIGERIA LIMITED | JANUARY 2017 - FEBRUARY 2023

- Managed logistics operations, including inventory control, shipment coordination, and vendor engagement.
- Facilitated international procurement processes, ensuring compliance with regulations.
- Conducted risk assessments to mitigate operational bottlenecks and ensure timely deliveries.
- Led teams to optimize workflows, achieving consistent results in high-pressure environments.
- Coordinated with regulatory agencies and stakeholders to address operational challenges.

## Commendations and Achievements

- Successfully reduced operational costs by implementing process improvements and resource optimization.
- Achieved a 95% client satisfaction rate by delivering high-quality operational support.

## Education

- Wesley University of Science and Technology | B.Sc. Microbiology | December 2013
- Institute of Public Analyst of Nigeria Professional I | February 2023

## Skills & Abilities

- Operations Planning and Execution
- Team Leadership and Development
- Process Improvement and Workflow Optimization
- Resource Allocation and Budget Management
- Analytical Thinking and Decision-Making
- Conflict Resolution and Problem-Solving
- Presentation and Report Writing
- Inventory Management and Procurement
- Microsoft Office Suite

**Tools: Microsoft Office Suite (365), Slack, Trello, Zoom, Google Workspace**

## Reference

Available upon request