



Moronfolu Ajani

Date of birth: 02/12/1987

Nationality: Nigerian (Nigeria)

CONTACT

Plot 2 Block C. Chief W. A Ajani
Estate Orogun Ojoo Express
200213 Ibadan, Nigeria
(Home)

ajaniakin7@outlook.com

(+234) 8124512361

ABOUT ME

Passionate and forward-thinking individual with a proven track record of success, eager to join a prestigious organization where I can further hone my skills and make meaningful contributions. Dedicated to continuous learning and growth, I strive to exceed expectations, drive impactful initiatives, and uphold the highest standards of excellence in all endeavors. Seeking a challenging role that allows me to leverage my talents, collaborate with top-tier professionals, and play a key role in advancing the organization's mission and objectives.

WORK EXPERIENCE

01/2023 Ibadan, Nigeria

Construction Foreman Prince Mike Real Estate

Key Responsibilities

- Supervised daily construction activities, ensuring projects were completed on time, within budget, and to the specified quality standards.
- Managed the allocation of materials, equipment, and labor, ensuring resources were used efficiently and minimizing waste and downtime.
- Conducted regular inspections and quality checks on work performed, ensuring compliance with building codes, project specifications, safety regulations.
- Assisted in project planning and scheduling, collaborating with project managers and engineers to develop detailed work plans and timelines.

Key Achievements

- Achieved a consistent track record of completing projects ahead of schedule while maintaining high-quality standards, resulting in client satisfaction and repeat business.
- Implemented cost-saving measures, reducing project expenses by an average of 10% without compromising quality and safety.
- Enhanced construction quality by implementing a rigorous inspection process, resulting in a 15% reduction in rework and increased client satisfaction.
- Introduced a new project management system that streamlined workflows and improved project tracking, resulting in a 20% increase in project completion efficiency.

01/2022 – 09/2022 Abudhabi , United Arab Emirates

Warehouse Associate Ideal Cement Product Factory Abudhabi

Key Responsibilities

- Monitored and managed stock levels, ensuring accurate inventory counts and timely restocking of materials.
- Picked, packed, and processed customer orders with a focus on accuracy and efficiency.
- Handled incoming and outgoing shipments, including loading/unloading trucks, verifying shipment contents, and maintaining shipment records.
- Inspected products for damage or defects, ensuring all outbound shipments met quality standards.
- Operated forklifts, pallet jacks, and other warehouse equipment to move and store goods safely.
- Adhered to all safety protocols and guidelines, including the proper use of PPE and safe operation of equipment.

Key Achievements

- Streamlined the order-picking process, reducing picking time by 15% and increasing overall warehouse efficiency.
- Achieved a 98% inventory accuracy rate by implementing a new stocktaking procedure, reducing discrepancies and improving order fulfillment.
- Introduced a new system for organizing incoming shipments, which reduced processing time by 20% and improved work flow.

- Implemented the use of barcode scanners for inventory management, which reduced manual errors and increased processing speed by 25%.
- Contributed to a 15% improvement in customer satisfaction ratings by ensuring timely and accurate delivery of products

12/2019 – 12/2021 Dubai , United Arab Emirates

Store-keeper Model/Ideal Engineering Contracting Company

Key Responsibilities

- Maintained accurate records of all stock levels, regularly updating inventory logs and ensuring adequate supply of materials and products.
- Received, inspected, and verified incoming goods and supplies, ensuring compliance with purchase orders and checking for damages or discrepancies.
- Organized and maintained the store's layout, categorizing and labeling items for easy access and efficient space utilization
- Monitored inventory levels and coordinated with suppliers to reorder stock as needed, preventing shortages and overstock situations.
- Assisted in managing the store's budget by monitoring stock costs, identifying cost-saving opportunities, and avoiding wastage.

Key Achievements

- Achieved a 99% inventory accuracy rate by implementing a systematic stock-checking process, significantly reducing discrepancies and losses.
- Streamlined the receiving and dispatching process, reducing turnaround time by 25% and improving overall store efficiency.
- Increased internal customer satisfaction by 15% through efficient supply management and timely fulfillment of departmental requests.
- Managed store operations within budget, reducing operational costs by 12% through effective inventory control and cost management practices.

02/2017 – 11/2019 Lagos, Nigeria

Housekeeping Supervisor Sheraton Hotel and Suites

Key Responsibilities

- Train housekeepers on cleaning and maintenance tasks
- Check rooms and common areas, including stairways and lounge areas, for cleanliness
- Establish and educate staff on cleanliness, tidiness and hygiene standards
- Respond to customer complaints and special requests
- Ensure compliance with safety and sanitation policies in all areas

Key Achievements

- Achieved 98% guest satisfaction rating for room cleanliness.
- Decreased supply costs by 15% through effective inventory management.
- Improved department productivity by 25% through process improvements.

07/2013 – 07/2014 Warri, Nigeria

Laboratory Technician Delta State Hospital Management Board (Central Hospital Warri)

Key Responsibilities

- Receive, label and analyze samples (blood, toxic, tissue and so on)
- Design and execute laboratory testing according standard procedures, make observations and interpret findings
- Conduct experiments under defined conditions to verify/reject various types of hypotheses using refined scientific methods
- Organize and store all chemicals substances, fluids and compressed gases according to safety instructions
- Record all data and results in specified forms (paper and electronic) with accuracy and responsibility.
- Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment.

Key Achievements

- Helped with specimen collection, processing and analysis, contributing to 20% reduction in turnaround time for clinical trials.
- Streamlined the specimen processing workflow, resulting in a 15% increase in overall lab efficiency and a 10% reduction in average turnaround time for test results.

EDUCATION AND TRAINING

- 10/09/2007 – 10/09/2012 Ogbomosho , Nigeria
 - Bachelor degree Ladoke Akintola University of Technology
 - United Kingdom
 - Occupational Health Assessment Institution of Occupational Safety and Health
 - 2024
 - Warehouse Management: Inventory, Stock and Supply Chains Alison
 - 2024
 - Warehouse Safety: Hazard and Safety Management Alison
 - 2024
 - Retail Management: Merchandising, Sales and Customer Communication Alison

LANGUAGE SKILLS

MOTHER TONGUE(S): English

DIGITAL SKILLS

Oral and Verbal Communication skills | Leadership skills | Multitasking | Deep Cleaning and cleaning procedures | Record keeping and Data Analysis | Knowledge of laboratory testing procedures, protocols, and techniques | Inventory Control and Management | Purchasing | Safety Regulations and Procedures | Warehouse Management | Product knowledge | Reading Blueprints | Customer Services. | Project Management | Technical Construction Knowledge | Forklift Operation | Shipping and Receiving | Microsoft Office Suite | Data Entry | Packaging and labelling Management | Logistics Coordination | Barcode Scanning | Stock Auditing | Budget Management | Quality Control | Order Management

HOBBIES AND INTERESTS

- Extracurricular Activities
 - Travelling
 - Reading
 - Learning new things(Innovation and Technologies)
 - Researching
 - Cooking

DRIVING LICENCE

- Driving Licence: B1
- Driving Licence: B
- Driving Licence: BE