

# NNAJIOFOR CHIMAObI PRINCEWILL

## CONTACT

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## SKILLS

- Inventory tracking
- Work area maintenance
- Microsoft Office
- Maintain records
- Data Entry
- Warehouse operations
- Organizational and logistical skills
- Collaboration

## PROFESSIONAL SUMMARY

A detailed Facility/Inventory Manager with a little over 2 years of experience in maintaining consistent stock levels, facility maintenance and detailed asset movement. Effortlessly manage 25 truckloads of shipment monthly and warehouse management for a 14-story building residential building, with strong communication, planning and problem-solving abilities. Proficient in the use of Microsoft office suite. Versatile in recordkeeping, tracking, invoices and orders, as well as dedicated to business success.

## EXPERIENCE

### Efficacy Construction Company, Victoria Island Feb 2023

#### Inventory Manager

- Recorded information, shortages, and discrepancies to keep records current and accurate.
- Collaborated with purchasing and production to maintain levels of quality and on-hand inventory.
- Strengthened inventory processes to balance supply needs with budget and space limitations.
- Labelled, organized and located inventory items in staging areas or on shelves according to quantity, size, or type of material.
- Created and updated regular inventory reports and records.
- Participated in regular cycle counts to confirm accuracy of inventory records.
- Coordinated with suppliers to guarantee timely delivery of inventory and materials.
- Analysed inventory data to identify and address stock discrepancies.

### Black Diamond Engineering Services | Ikoyi, Lagos

- March 2022 – Feb 2023

#### Facility Manager

- Led facility management staff and consultants in producing business plan that focused on facility operations.
- Conducted weekly inspections of facility grounds, external structure, systems, and equipment.
- Negotiated contracts with vendors to obtain favourable and cost-effective terms and conditions.
- Oversaw annual budget to handle supply, labor and maintenance needs.
- Supervised staff 50 in day-to-day activities.
- Oversaw all aspects of equipment installation, maintenance, and repair for both internal and external services.
- Coordinated with vendors and contractors to arrange services and repairs to be completed on time and to desired quality levels.
- Maintained inventory and ordered supplies to keep facility resources readily available.
- Handled tenant relations by addressing complaints and concerns quickly to promote facility satisfaction.
- Conducted inspections of facility grounds, external structure, systems and equipment.

### Abia State Nigeria Erosion and Watershed Management Project (NEWMAP) | Umuahia, Abia

- November 2020 - February 2022

#### Client Management Representative

- Reached out to prospective customers to identify needs, offer products and schedule consultations.
- Built client base by proactively contacting potential clients and recommending opportunities.
- Reached out to cold and warm customers to offer information and explain the available services.
- Collaborate with internal teams eg: ( sales, Engineers, and Senior Management).

### Global Process Pipeline Services (GPPS) | Portharcourt, Rivers

- April 2017 - December 2017

#### Inventory Officer/ Networker

- Worked with department team members and receiving managers to research and resolve inventory discrepancies.
- Examine the levels of supplies and raw materials to determine shortages.
- Perform daily analysis to predict potential inventory problems.
- Prepare reports on inventory operations, stock levels and adjustment.

- Supported operations with consistent maintenance and updates of corporate files and records.
- Helped team complete assignments to meet goals.
- Followed established guidelines and procedures for maximum regulatory compliance.
- Kept work area organized and clutter-free.

## **EDUCATION**

July 2021

**Bachelor of Science - Computer Science**

**Michael Okpara University of Agriculture, Umudike., Umuahia, Abia**

## **CERTIFICATION**

Project Management- Project Management Institute (2023)

Health Safety & Environment- Safety guard safety and management centre (2023)

## **LANGUAGES**

**English**

**Native**