

Bakare AbduLateef Segun

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Objective

Self-driven, proactive and results-oriented with a positive outlook, a clear focus on quality and delivering value and to continually acquire valuable knowledge necessary for the achievement of professional excellence and grow every opportunity given as an avenue to be the best and contribute to solving and adding values to diverse organizational situation for corporate success and business growth.

Personal Data

Sex: Male Date of Birth 23rd June, 1985 Marital Status: Single. Religion: Islam State of Origin: Kogi State

Nationality: Nigerian

Education

1988-1994: YELGA Primary School Yagba East Ere Ife Olukotu Kogi State

1994-2000: Wesley High School Yagba East Ere Ife Olukotu Kogi State

2006: Trust Computer Institute. Ajegunle Apapa Lagos State

2002-2007: Federal Polytechnic Idah Kogi State

2015: Kogi State Polytechnic Lokoja Kogi State (HND in view)

Qualifications

1994: First School Leaving Certificate

2000: Senior School Certificate

2006: Diploma in Computer Science and Desktop Publishing

2007: National Diploma in Business Administration and Management Studies

Knowledge

- Computer ability data processing analytical skills
- Creative activities and well develop leadership skills.
- Proficiency in the use of Microsoft application packages.

Personal Character

- Ability to work in a team
- Able to work alone
- Ability to manage own time effectively to achieve output targets to a high standard within the require time frame
- An honest cheerful and enthusiastic individual with well-developed team-work and communication skills.
- Fresh Ideal and creativity to maximize organization profit are some of my distinctive qualities.
- I have the passion to be the best in everything I do with the ability to blend into any working environment and learn on the job quickly and efficiently.
- To be a productive member of an organization by utilizing my skill for achievement of an organizational growth and personal development.
- Willingness to learn new skills and technologies

Hobbies

Table Tennis, Basket Ball, Gym and Hair Stylist (Berber)

Working Experience

2000-2002: Jasma Nigeria Ltd: As Store Keeper, No 12 Ojora Street opposite Jamb Office Ikoyi Lagos.

Responsibilities:

- ✓ Keeps stock records, receives stores and issues material, supplies, tools, parts and equipment for installation, construction and/or maintenance of a water distribution system; loads and unloads supplies and other materials; operates a variety of Materia
- ✓ Handling equipment and performs other related work as required
- ✓ Receives and inspects all incoming materials and reconciles with purchase orders
- ✓ Processes and distributes documentation with purchase orders
- ✓ Reports, documents and tracks damages and discrepancies on orders received
- ✓ Receives and stores documents and confidential files
- ✓ Maintains record of approved document and confidential file destruction
- ✓ Maintains the warehouse, records area and stores area in a neat and orderly manner

2004-2009: Ledak Construction Services Nig Ltd: Head Transport Department

Responsibilities:

- ✓ Making arrangements to ensure that the vehicles are maintained properly, including the inspection of vehicles at the appropriate time and the action taken to remedy defects found.
- ✓ Reporting and recording vehicle defects highlighted by drivers. Establishing the method of compilation and the accuracy of all records, which must be kept for a period of no less than 15 month
- ✓ Making arrangements to ensure that the vehicle(s) are not overloaded
- ✓ Ensuring that authorized vehicles will be kept at the authorized operating center(s) when not in use.
- ✓ Ensuring all vehicles particulars and permit are update
- ✓ Making arrangements to ensure that drivers comply with drivers' hours and tachograph rules, and with speed limits

2012-2013: Golden Spring Hotel: Isheri Olofin Lagos As Night Supervisor

Responsibilities:

- ✓ Training new staff in hotel
- ✓ Checking all rooms to ensure everything is clean and everything is in order to provide guests excellent service
- ✓ Liaising hotel management
- ✓ Perform customer service duties
- ✓ Ensuring that all rooms are proper for guests
- ✓ Supervising all cleaning duties & hygiene standards
- ✓ Scheduling duty roster for staff
- ✓ Foresee alterations in the comparative negotiating ability of suppliers and clients
- ✓ Anticipate unfavorable events through analysis of data and prepare control strategies

2009-2011: Ledak Construction Services Nig Ltd Mobolaji Bank Anthony Way Ikeja Lagos.

As Member of Procurement

Responsibilities:

- ✓ Negotiate with external vendors to secure the most advantageous terms
- ✓ To Increasing use of sourcing teams to Discover the most profitable suppliers and initiate business partnerships
- ✓ Review of specifications or statement of work
- ✓ Review the requirements for the material or service being provided
- ✓ May be able to suggest alternative standardized materials that can save the organization money
- ✓ Acting as the primary contact with supplier to Examine and re-evaluate existing contracts
- ✓ Approve the ordering of necessary goods and services
- ✓ Finalize details of orders and deliveries/Devise and employ fruitful sourcing strategies
- ✓ Collaborate with key persons to ensure the clarity of the specifications and expectations of the company
- ✓ Perform risk management regarding supply contracts and agreements
- ✓ Control spends and builds a culture of long-term saving on procurement cost
- ✓ Track and report key functional metrics to reduce expenses and improve effectiveness
- ✓ Understand business requirements Buy products and services At the right price From the right source At the right specification that meets user(s) needs In the right quantity For delivery at the right time To the right internal customer

2015-Till Date: Citracks Telematics Solution Ltd Subsidiary of C&I Leasing Plc

Suite SF7 Second Floor Left Wing, Metro Plaza, CBD Garki, Abuja As Assistant Installation Officer

Responsibilities:

- Installation of tracking device to a new vehicles and correction of offline in already tracked vehicles
- Installation of speed limit device to all kind of vehicle
- Uploading of vehicle details installed or offline corrected into the tracking software
- Monitoring of fleets allocated to each officer
- Assisting in recovery of stolen vehicles when required
- Producing other reports as may be requested concerning fleets
- To install device in line with company standards and current regulations
- To identify any changes to scope and report back to line with Chief Operating Officer (COO) as early as possible
- To undertake all necessary pre-installation checks To liaise with client, other trades and third parties as indicated on work instructions
- Ensure project documentations are duly filed
- To train fleet supervisor and new client on the latest software release

Referees

MR. Bakare Najimdeen No: B5 Old Customs Quarters, Moraba Fct Abuja
Tell:08055895895

MR. Alli AbduLateef No: 20B Ito Street off Palace Road Isheri North Lagos, Ogun State
Tell:08104614446

MR. Jubril Oladimeji No: 7B Francis Angulu Stree, Lokongoma Lokoja Kogi State
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