

# **AMBROSE M OGBUIKE**

Oworoshoki, Kosofe L.G.A, Lagos State.

Tel: 08068939130, 08170588854

E-mail: [macdonexploit@gmail.com](mailto:macdonexploit@gmail.com), [macdonexploit@yahoo.com](mailto:macdonexploit@yahoo.com)

## **Professional Summary**

A smart, passionate and experienced professional who wants to be part of an innovative team that plans, coordinates and manages assigned client projects. Ambrose has a successful track record of using best practice project management methodologies to ensure that objectives are met. He is more than able to provide leadership and direction to project personnel, and he's an expert at developing meaningful, innovative solutions that clients value and expect. Being comfortable working in a highly visible role allows him to lead a team that is made up of both technical and non-technical members. In addition to all of the above he has a proven track record of delivering projects on time, quality and budgetary expectations.

## **Work Experience**

### **Inventory Manager (Mgr3.3)                      Denver Building Services Ltd                      2021-Date**

- Designing and implementing an inventory tracking system to accurately monitor stock levels
- Sourcing suppliers and fostering good relationships with them
- Preparing and documenting daily deliveries and shipments of materials to the central store
- Preparing reports and advising management on strategies to reduce cost and improve procedures
- Maintaining an accurate inventory database that includes detailed information on available stock
- Purchasing new stock and negotiating favorable contracts with suppliers/vendors
- Working closely with sales, purchasing and other relevant departments to organize the efficient flow of inventory
- Confer with department heads in order to determine their material requirements.
- Check work areas to provide information regarding the type of materials required.
- Create work order sheets to acquire material requirements information.
- Check inventory to find out stock levels.
- Ensuring that inventory and warehouse staff follow relevant health and safety regulations

### **Inventory Compliance Officer (Mgr3.1)                      Denver Building Services Ltd                      2020- 2021**

- Carries out regular audits to ensure accuracy and efficiency for material, manpower and machineries
- Ensure compliance with the Company's Policy & Procedures;
- Prepares structured reports of the auditing activities and implements appropriate corrective actions;
- Ensures the accuracy of the ship's data concerning consumptions, stocks and any internal movements;
- Provides professional support in global projects and activities in order to improve the efficiency of the procurement function;
- Co-ordinates and supervises the Procurement & Logistic on-board operations.
- Check inventory levels, and handle low stock situations according to protocol.
- Provide costs of projected material requirements.
- Ensure that material change metrics are handled according to protocol.

- Confirmation, vetting and auditing of the quantity and quality of all materials received into the Central store against the issued Purchase Order (PO) from Account Unit for compliance; and inputting same data into the Form stack database.
- Check and act on messages from computerized inventory system

**Store Manager**

**Ziroc Residence**

**2019-2020**

- Managing and overseeing the Hotel store operations, developing a routine for opening and closing, ensuring efficient functioning of the store, managing the storage floor and providing maximum housekeeping
- Controlling inventory to ensure sufficient stock, daily and weekly counts
- Enforcing exceptional customer service, setting criteria for staff, establishing security and safety measures, creating emergency and lock-down strategy and ensuring health and safety compliance
- Managing loss prevention through security requirements and monitoring strategies, auditing paperwork and inventory levels and appropriately handling broken or damaged merchandise
- Carrying out weekly stock count
- Sorting out material expiry date and positioning
- Issuing out Drinks, protein and other consumables to user department
- Labelling and consolidating stocks on arrival before storage

**Maintenance Manager**

**Maison Fahrenheit**

**2016 - 2019**

- Coordinated Wiring, design, and modelling of electrical switch boxes/breakers
- Oversaw building and grounds maintenance.
- Ensured security and emergency preparedness procedures are implemented properly.
- Oversaw and supervised the quality of work for other employees to ensure that all tasks are performed correctly, efficiently, and effectively.
- Managed and reviewed service contracts.
- Conduct and documents regular facilities inspections.
- Checks completed work by vendors and contractors.
- Recommends maintenance, mechanical, electrical, and facility design modifications.
- Communicated workplace safety precautions to employees.
- Forecasts, allocates, and supervises the financial and physical resources of the facility management

**Project Engineer**

**CHIBEK INSTRUMENTS LTD**

**2010 - 2016**

- Leading project planning sessions for clients
- Coordinating staff and internal resources for maximum productivity
- Managing project progress and adapt work as required
- Ensuring projects meet deadlines according to scope, time and budget
- Managing relationships with clients and stakeholders effectively
- Designing and signing off on contracts
- Overseeing all incoming and outgoing project documentation
- Participating in tender process i.e. design, submission and review
- Designing risk mitigation plan
- Involved in Supply Chain, Bid/Tender preparation and documentation.
- Conducting project review and creating detailed reports for executive staff
- Optimizing and improving processes and the overall approach where necessary
- Securing growth opportunities and initiating new project
- Provided technical support for tender and proposal preparation
- Maintained active company vendor registrations

**EDUCATIONAL EXPERIENCE**

UNIVERSITY OF LAGOS **MSC** GEOPHYSICS 2021

UNIVERSITY OF BENIN **BSC** INDUSTRIAL PHYSICS 2.1 2008

SEC SCH CERT

PRIMARY SCH CERT

**CORE COMPETENCIES**

Basic Knowledge of AutoCAD Software

Microsoft office tools proficiency

Excellent written and oral communication skills.

Proficiency in Formstack, Microsoft Project SPSS software

**CERTIFICATIONS**

HSE1,2,3

PMP by Project Management Academy UK

**TRAINING**

Diploma in Instrumentation Engineering ATS

Diploma in Telecommunication Engineering (TTC Mobile Ltd)

Federal Fire service one-day workshop on HSE, Fire and security

**REFERENCES**

Available on demand