**OGWUCHE PETER**

**Procurement officer**

***Plot j2 agbede meeting agbede ikorodu Lagos Nigeria***

***+2348023231885 | Email:pt\_ogwuche@yahoo.com***

To work on a challenging position in an organization that values purchaser’s ability and skills to lower the cost to the bottom line and realizes that purchasing is a profit Centre and not a cost Centre. Further more, I would like to use my skills to achieve the organizational goals and in turn avail the opportunity of self-development and continuous learning to evolve into a Global Procurement.

**EXPERIENCE**

**BISICAKE EDIBLE** 2015 - 2020

Admin/Procurement Officer

* The ability to build friendly and stable relationships with customers.
* The ability to receive questions and inquiries from customers and respond to them correctly and politely, The ability to manage and organize the staffs that I’m in-charge of so that the team is efficient, productive, and always ready to achieve the biggest expected output.
* File all invoices, payments and receipts.
* Proper documentation.
* Taking inventory. Responsible for managing end-to-end procurement process. High level of Negotiation ability.

**COMPLETE POWER AND SYSTEM LOGISTICS** 2010 - 2015

# Fleet Supervisor

* Ensure there is job order raised and signed off before any vehicles are sent to the garage for routine maintenance or accidental repair.
* Ensure the security of all the vehicles of the company including but not limited to arranging tracking for all the cars within the fleet
* Monitor and ensure the routine and need-based maintenance of the vehicles in conjunction with the head driver.
* Pro-actively monitor the company’s fleet monitoring tracker for any inconsistencies with the vehicles movements outside the prohibited working hours.
* Coordinate weekly report on the health of the fleets and other related issues arising from the fleet monitoring system.
* Ensure and implement fleet management and pool cars usage policies and procedures. Support >Admin Office in jointly supervising and coordinating work . \*Relate with the vehicles documentation desk to ensure that all the vehicles particulars (e.g. registration, insurance) are complete.
* Track and analyze the vehicles-wise cost of fueling, maintenance, and other recurring expenses pertaining

to running of the fleet.

* Supervise the maintenance of all company vehicles, including the branch offices.
* Scheduling Engineers for operation

**CLEAN POWER INTEGRATED SERVICES LIMITED. 2008-2010** 

IT SUPPORTS

* Logging customer/employee queries
* Installing and configuring computer systems
* Diagnosing and solving hardware/software faults

**EDUCATION**

Lagos state university

**B.Sc.** (computer science ) 2010

Second class upper division**/3.67**

 Aptech college

Database SQL expert (**pass**) 2009

# Professional Skills

Purchasing orders and Procurement policies and purchase requisition Communication Skills Negotiation, Decision making .Problem solving . Team building . Ability to work in Excel and Micro soft office

Database SQL .Installing and configuring computer system . Diagnosing and solving software fault . Taking Inventory, Proper documentation of Invoices and Payment receipts.

**PROJECT**

DESIGN AND IMPLEMENTATION OF FILE ENCRYPTION AND DECRYPTION SYSTEM

A Project Submitted to the Department of

computer science, Lagos State University, in

Partial fulfillment of the requirement for

the award of the Degree for Bachelors science

(BSC) in computer science.



**REFERENCE**: **Available on request**