

# SHO OLAYINKA EVELYN

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**Procurement Manager** with 3+ years of experience in managing the overall direction, coordination, and evaluation of procurement for Background Check international Limited  
Implement procurement strategies to maintain security of constant supply of materials and provide optimum value for money.  
Perform all procurement and contracting activities including pre-qualification, tender management, negotiation and preparation of contracts.  
Set policy and guidelines for delivering commercial and cost effective procuring process for the business.  
Develop key relationships with business stakeholders and strategic supply partners to improve business geared towards contributing to organizational success.

### *Areas of Expertise include:*

- |                              |                      |                         |
|------------------------------|----------------------|-------------------------|
| ✓ Human Resources Management | ✓ Market research    | ✓ Employee management   |
| ✓ Procurement                | ✓ Market penetration | ✓ Relationship building |

## EXPERIENCE & NOTABLE CONTRIBUTIONS

### BACKGROUND CHECK INTERNATIONAL LIMITED, Lagos

**HEAD OF PROCUREMENT;**

**2016 – Present**

#### ROLES AND RESPONSIBILITIES AS A PROCUREMENT MANAGER

- Working with members of my team to ensure that all organizational needs will be met at all time
- Implement change strategies and develop new processes to better procure goods and services.
- Negotiate contracts with suppliers to obtain best price and service.
- Identify cost reduction opportunities to achieve financial goals.
- Analyze market and delivery trends so as to develop procurement technologies and processes that support those trends.
- Identify areas for improvement to continually drive performance and business results.
- Conduct business review meetings with key stakeholders to assess risk, review future strategies, and identify potential cost down and improvement opportunities.
- Review current processes for procurement and make recommendations where appropriate.
- Provide periodic reporting for management on purchasing, controls and processes.
- Teach and educate managers and associates about the procurement process control.
- Leading and motivating all my departmental members to ensure our departmental goals are achieved and actualized.

## **ROLES AND RESPONSIBILITIES AS A PROCUREMENT OFFICER**

- I currently ensure that my company makes wise purchases of goods or services
- I oversee the activities of each department, checking out for the departmental needs and making provisions for the availability of these items.
- I compute plan for the purchase of equipment, services and supplies based on available needs
- I often look for interested suppliers and negotiate the best deal for my company
- I strive to ensure my company's interest is protected and priority
- Coordinate Talent acquisition and training processes for junior team members to enable the team deliver effectively on set departmental goals.

## **OPERATIONS EXECUTIVE**

January 2012 – 2016

- \* Conducting Employment Background Screening,
- \* Conducting corporate Due Diligence.
- \* Discreet checks on in-house employee.
- \* Performing supportive functions with Business Development to generate new clients and create workable database

## **PROCUREMENT MANAGER**

**PROTEA HOTEL 2016 TILL DATE**

As the Purchasing Manager of Protea Hotel, I was responsible for the follows:

- I liaised with suppliers to negotiate contracts for the purchase of required goods and keep accurate records of all receivables and transactions trends.
- Also I assisted the Finance and Operations Departments in: Monitoring, reporting and controlling of Cost of Sales in the hotel including audit and control, financial analysis and reporting, budgeting, forecasting
- Implement sound purchasing policies, systems and procedures in accordance with Company standards and processes
- Monitor vendors for quality, service and price through standard purchasing specifications.
- Obtain competitive quotations for hotel requirements and ensure that the best product is sourced and purchased within the agreed timelines.

- Calls for quotations for any items costing more than a certain amount (As per company policy) and inquire into prices from various suppliers.
- A minimum of three independent genuine quotations must be obtained.
- Establish contracts to ensure reduced pricing for all operating areas of the hotel.
- Receives market list from the Executive Chef on a daily basis and arranges for delivery of those items daily.
- Ensures that all orders receiving dates are updated by the buyers according to the suppliers promised delivery dates.
- Ensures that all authorised or approved purchase orders are sent to their respective suppliers/vendors for delivery purposes on a daily basis.
- Ensures & verifies that quotations are regularly updated and supplier's new current price lists are maintained.
- Ensure the efficient operation of the Purchasing Department in all aspects.
- Research and identify new products and services for the hotel in the market.
- Obtains written approval for established Minimum / Maximum stock levels by the financial controller and general manager.
- Approves all additional requests for new storeroom items, checking correct item description, unit, packing, category and establishes Min/Max estimated stock levels.
- Verify the 'pending orders' report on a daily basis, and all pending orders are checked and verified regularly.
- On a daily basis prepare the list of to be cancelled orders and sent to accounts for deletion, with appropriate reasons.
- Issues regularly slow moving item lists.
- Identifies items for standing orders utilizing vendor's logistics for regular deliveries to the hotel based on approved highly consumed items.

- Ensures validity of items available, force issue obsolete items and follows up on action taken for disposal.
- Verifies that all documentation and proper quotations are maintained and filed according to Policy and Procedure requirements.
- Approves all storeroom re-order requests, verifying quantities within the established Min/Max stock levels.
- Responsible for all administrative functions of the Materials Department, staffing, training and execution of other related duties.
- Responsible for all purchasing functions, quotations, quality and availability.
- Responsible for physical control of all store items until issued, fully documented under strict control procedures (key control, timing schedule, authorised issue requests).
- Responsible for maintaining logical storeroom inventory levels operationally needed.
- Spot checks storeroom requests if properly maintained, verifies quantity requested and issued, proper items received by signatories & ID availability.
- Spot-checks entered system quotations, period validity quotes locked by, etc.
- Ensures that the suppliers follow the rules relating to the hygiene of goods delivered.
- Keeps all records in a way that they can be checked at any time for information or audit purposes.
- Maintains all documents, files and listings up-to-date and performs my duties in the most efficient manner.
- Willing to work a flexible schedule in order to accomplish all major responsibilities and tasks.

## EDUCATION

### **B.A. History**

Ondo State University | 1993

## ADDITIONAL SKILLS

- Effective Communication and Negotiation
- Good Understanding of marketing trends
- Creative and Analytical Thinking
- Team Leadership and Personnel Management