

# TOMISIN OPEYEMI ODUNAYO



Email: [Felixtomisin329@gmail.com](mailto:Felixtomisin329@gmail.com)  
Date of birth: 10 July 1996  
Contact: +971544454319  
Marital status: Married  
Nationality: Nigeria  
Gender: Male

## LOGISTICS COORDINATOR

**Career aim:** To work as a team in a competitive environment to improve my professional skill seeking a challenging position in an organization offering ample opportunities & Diversified exposure through which the enhancement of professional skills can be accomplished with hassle-free career growth

**PERSONAL SUMMARY:** a polite, well-spoken, hard-working man with experience of work in WORLDLINK LOGISTICS SERVICES. attentively at all times with a willing and helpful manner, in preparing of accounts, as well as the ability to work alone or as part of a team.

### Education:

- Primary School Completed
- High School Completed
- BSC Completed

### Key Skills:

- Microsoft office
- Microsoft Excel for Finance
- Microsoft Outlook
- MS PowerPoint

### Experience:

- Worldlink Logistics services DAFZA      Dubai UAE
- Ali Asghar Real Estate Company L.L.C      Ajman UAE
- LARFARGE Cement Company Sagamu      Nigeria

**Duties:**

- Coordinating shipment from warehouse to customers
- Separating and arranging shipment in the warehouse
- Managing purchase orders and invoices on delivery
- Organising training and induction for new staff
- Recording shipment expenditure and filing receipts
- Drafting report, minute correspondent

**Skills:**

- Excellent spelling and grammar
- Proficient in Software and Computer Application
- Multitasking to Ensure the Task Meet the Specified Deadlines Efficiently
- Ability to stand and walk throughout the shift
- Excellent typing speed
- Strong Communication and Report Skills
- Ability to work alone
- Good driving skills

**Language:**

- English (Moderate)