

BAMIRO KEHINDE ABAYOMI

Lagos, Nigeria | 08081815047 | oluwabamiro@gmail.com

PROFESSIONAL SUMMARY

HND Accounting graduate with practical experience in inventory records, stock documentation, data entry, stock monitoring, documentation, filing, and day-to-day operational support. Experienced in recording incoming and outgoing materials, maintaining accurate inventory records, supporting stock counts and reconciliation, monitoring stock levels, and preparing inventory data using Microsoft Excel. Detail-oriented and organized, with strong numerical accuracy and attention to detail. Able to maintain reliable records and support efficient inventory and warehouse operations.

CORE COMPETENCIES

Inventory Management • Stock Record Keeping • Stock Monitoring • Stock Reconciliation Support • Goods Receipt Documentation • Stock Movement Recording • Inventory Data Entry • Records Management • Document Control • Data Verification & Accuracy • Microsoft Excel • Filing & Document Control • Numerical Accuracy

PROFESSIONAL EXPERIENCE

VISION MEDIX EYE CARE — Suleja, Niger State

Inventory Officer | August 2024 - May 2025

- Received medical and optical supplies and recorded incoming items to maintain accurate stock documentation.
- Conducted routine stock counts and reconciled physical quantities with inventory records, following up on discrepancies.
- Recorded incoming and outgoing stock movements and maintained up-to-date inventory records.
- Monitored stock levels and followed up on purchases and replenishment requirements to support availability of supplies.
- Prepared stock reports and used Microsoft Excel to organize inventory data and support stock monitoring.
- Issued medical and optical supplies to staff while maintaining appropriate records of stock movement.
- Checked stock for expired or damaged items and reported identified issues for appropriate action.
- Supported front desk operations, patient records, appointment scheduling, and customer enquiries alongside inventory responsibilities.

PAHFIN NGO — Igando, Lagos

Inventory Officer | 2023 - 2024

- Maintained accurate inventory-related records of documents, materials, invoices, receipts, and supporting transaction documentation.
- Performed data entry and verified information for completeness and accuracy to support reliable organizational records.
- Organized invoices, receipts, and supporting documents relating to transactions and materials for easy retrieval and reference.
- Maintained structured filing systems for inventory-related and administrative documents, ensuring records were properly stored and accessible.
- Assisted with the preparation and organization of transaction-related documentation and records.
- Reviewed records for completeness and accuracy and identified discrepancies requiring correction or clarification.
- Supported day-to-day office and operational activities involving documentation, coordination, record updates, and information management.

EDUCATION

Moshood Abiola Polytechnic — Higher National Diploma (HND), Accounting | 2023

TECHNICAL & PROFESSIONAL SKILLS

Inventory & Operations: Inventory Records | Stock Documentation | Stock Reconciliation Support | Records Management | Document Control | Data Verification | Stock Movement Recording
Tools & Data: Microsoft Excel | Microsoft Office | Spreadsheets | Data Entry | Document Management | Filing Systems
Professional: Attention to Detail | Numerical Accuracy | Organization | Time Management | Confidentiality | Professional Communication