

GBENGA KUKOYI

📞 0703 888 2566 | ✉️ kukoyig@gmail.com | Lagos State

PROFESSIONAL SUMMARY

Highly organized and experienced operations and facility support professional with 5+ years of experience supporting office operations, vendor coordination and administrative services in fast-paced environments. Proven ability to manage workplace operations, coordinate contractors, support staff and visitors and maintain seamless day-to-day office functionality. Strong in stakeholder engagement, customer service, and operational execution with a proactive “can-do” approach.

CORE COMPETENCIES

Vendor & Contractor Supervision
Office Administration & Concierge Services
Facility Management & Maintenance
Inventory & Asset Management
Customer Service & Client Satisfaction
Mailroom & Logistics Coordination
Data Analysis & Reporting
Microsoft Office Suite (Excel, Word, PowerPoint)
Communication, Negotiation & Interpersonal Skills
Multi-tasking & Problem Solving

PROFESSIONAL EXPERIENCE

GEACAN Nigeria Limited – Lagos

Inventory & Warehouse Coordinator (Operations & Internal Support) | Feb 2021 – Feb.2026

Coordinate daily operational and administrative support activities to ensure smooth office and workplace functionality, including staff support and visitor experience.

Liaise with vendors, contractors, and service providers to ensure timely service delivery and minimal disruption.

Support internal communication and coordination across departments, including scheduling, meeting setup, and workspace readiness.

Manage inventory, assets, and logistics to support workplace operations.

Assist in facility oversight, including tracking maintenance needs, supporting repairs, and ensuring office spaces are fully functional and well-maintained.

Maintain accurate documentation for inventory, vendors, and operational processes.

Support office events, meeting coordination, and logistics for internal teams and visitors.

Assist with workplace services including supplies coordination, pantry support, and general office needs.

Key Achievements:

Improved inventory accuracy and reduced discrepancies through structured tracking systems.
Enhanced vendor coordination, improving turnaround time and service delivery.

Nigeria Bottling Company (NBC) – Ikeja, Lagos

Business Developer & Data Analyst | Jan 2017 – Jan 2021

Coordinated stock availability and monitored inventory movement across assigned territories.
Managed relationships with 80+ retail partners and supervised distribution coordination.
Prepared sales and operational performance reports to support management planning.
Monitored stock levels to prevent shortages and overstocks.
Improved operational planning through data-driven analysis and reporting.

Key Achievements:

Increased product availability by 20% across assigned outlets.
Improved sales forecast accuracy by 15%.
Awarded Employee of the Month (August 2019).

Cedarwood Global Resources Limited – Victoria Island, Lagos

Facility Officer (Asset & Inventory Management) | Jan 2015 – Dec 2017

Conducted routine facility inspections and walk-throughs to identify issues and coordinate repairs.
Managed asset tracking and inventory control for office equipment and supplies.
Coordinated vendors and maintenance contractors to ensure service quality and SLA compliance.
Supported preventive maintenance schedules for office equipment and infrastructure.
Maintained facility records, reports, and documentation.

Key Achievements:

Improved asset tracking accuracy, reducing losses and discrepancies.
Enhanced maintenance response time, minimizing operational downtime.
Strengthened vendor performance through structured monitoring and follow-up.

EDUCATION

B.Sc. Business Administration & Finance – Crescent University, Abeokuta (2023)
HND, Business Administration – Moshood Abiola Polytechnic (2014)

CERTIFICATIONS

- Certified Personnel Manager – CIHRM (2024)
 - Certificate of Merit – Basic Airfares & Ticketing Program, Landover Aviation Business School (2018)
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TECHNICAL SKILLS

Microsoft Office Tools (Advanced Excel, Word, PowerPoint)

Inventory & Asset Management Systems
Data Analysis & Reporting Tools

ADDITIONAL INFORMATION

Strong analytical and organizational skills
Excellent written and verbal communication
Proven ability to multitask and manage competing priorities
Strong customer service orientation and interpersonal skills
Ability to work independently with minimal supervision

AWARDS

Employee of the Month – GEACAN Nigeria Limited (May 2021)
Employee of the Month – Nigeria Bottling Company (Aug 2019)

LANGUAGES

English (Fluent)
Yoruba (Fluent)

REFERENCES

Available on request