

EVANGELINE UJUNWA NWEJE

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SUMMARY

A focused, hardworking and efficient customer service officer, logistics and export specialist with over nine years experiences in the fields of transport planning, warehouse deliveries, vessel planning, export documentation and overall supply chain management, looking to utilize skills to join and lead a team, to achieve a more challenging and reputable organization, thereby attaining a higher level of personal and professional development.

EXPERIENCE

Assistant Logistics Manager

01/2018 to 09/2021

Rubber Estates Nigeria Limited

Lagos, Nigeria

- Liaised with the Forwarders, Shipping Companies, Factory, Warehouse and our Principals, Societe Internationale De Plantations D'Heveas (SIPH), for the successful execution of the company's export sales contracts.
- Assisted the Logistics Manager to ensure that the sales plans of 100% are achieved, and that export related costs are at the lowest possible, within prevailing circumstances.
- Managed the logistics and supply chain activities of the company effectively and efficiently
- Managed efficiently, the pre-shipment and post-shipment documentations and formalities for the company's committed sales contracts.
- Monitored effectively, the updated status of the sales order on the CBN Trade Monitoring System's portal for CBN's Clearance for Loading, and advised the Forwarders and shipping lines with the update for vessel planning.
- Managed and maintained an effective communication with shipping lines and forwarders on their services for efficient coordination on vessel planning, and notified the consignee accordingly.
- The daily update of the RENL TEV Follow-up and monthly documentation dispatch report to the Group Supply Chain team in our subsidiary SAPH in Abidjan.
- SAP ERP postings for Sales and Distribution.

Logistics Officer

06/2012 to 01/2018

Rubber Estates Nigeria Limited

Lagos, Nigeria

- Liaised with our Principals SIPH, and coordinate the activities of the Forwarder, Warehouse and Shipping Lines in order to successfully execute committed contracts, in line with consignee's contract terms and shipping instructions.
- Managed efficiently, the company's pre-shipment and post-shipment documentations in order to reduce and eliminate shipment delays.
- Declared the shipments to the Consignee within 48 hours upon confirmation of the vessel's departure, in order to effect the insurance of the goods.
- Ensured that the Bill of Lading and other export documents are dispatched to SIPH within five (5) days after departure of vessel, to avoid claims.
- Advised the bank promptly, of the remittance of export proceeds with the Invoice details upon receipt from SIPH.
- Assisted the Logistics Manager to ensure that the documents required by Nigerian Export Promotion Council (NEPC) to obtain the Export Expansion Grant (EEG) Certificates, are available upon request.
- Daily update of the Logistics Department Sales Report, the Daily Receipt and Shipment Report to the Management and Supply Chain team.

- Processed the Export Dollar Levy payment of executed contracts with the Bank and Federal Produce Ministry (E.C.C.C)

Relationship Officer/Customer Service Officer (NYSC)

01/2011 to 02/2012

United Bank for Africa Plc

Lagos, Nigeria

- Assisted to attend to customers' inquiries and concerns
- Identified customers' needs and satisfied those needs through the bank's products and services
- Performed KYC on potential customers

Shipping Development Department (Apapa Unit) – INTERN

05/2009 to 12/2009

Nigerian Maritime Administration and Safety Agency (NIMASA)

Lagos, Nigeria

- Summarized shipping manifests of vessels that called at Apapa port {imports and exports}
- Processed Sailing Clearance for vessels
- Processed regularization of vessels that sailed under indemnity
- Distributed debit notes to shipping line agents and the various units in the department.

SKILLS

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- Effective Time Management
 - Supply chain
 - Open and clear communicator
 - Excellent team player
 - Ability to multitask with little or no supervision
 - Computer Skills
 - Coordination skills
 - Attention to details
 - Critical thinking and problem solving
 - Adaptability
 - SAP ERP in SD

HOBBIES

Cooking, Hair making, Playing chess

EDUCATION

Masters in International Business (in view)

University of Hertfordshire

- Anticipated graduation date: 2023

B. Tech in Maritime Management Technology

2010

Federal University of Technology Owerri (FUTO),

Imo state, Nigeria

Shipping Management Option (Second Class Upper Division)

CERTIFICATES

Advanced Diploma in Logistics and Supply Chain Management

2021

TEKEDIA INSTITUTE

Lagos, Nigeria

Advance Professional Diploma in International Trade and Shipping Management

2016

Yaba College of Technology (Yaba Consult)/The Chartered Institute of Export and Commodity Brokers of Nigeria

REFERENCES

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- References Available upon request