CURRICULUM VITAE

PERSONAL INFORMATION:

Name:	AGORO, Bosede Esther
Place and Date of Birth:	Lagos, 26th April 1971
State of Origin:	Lagos State
Permanent Address:	9, Oroyinyin Street, Idumota, Lagos State
Current Postal Address:	4, Bayo Tijani Street, Egan, Igando, Lagos State
Telephone Number:	+234 8056703876
Nationality:	Nigerian
Marital Status:	Married
Number/Age of Children:	1/17 years

EDUCATION:

- Chartered Institute of Purchasing and Supply Management of Nigeria (Final Certificate) - 2009
- The Certified Institute of Warehousing and Materials Management (Full Member) -2008
- Master in Business Administration (Marketing Management) Lagos State University, Ojo - 2008
- Postgraduate Diploma (Resource Management) LASU - 2005
- HND (Marketing) Kwara State Polytechnic - 1994
- OND (Marketing) Kwara State Polytechnic - 1990

PROFESSIONAL AFFILIATION:

- The Certified Institute of Warehousing and Materials Management (Full Member) - 2008
- Chartered Institute of Purchasing and Supply Management of Nigeria (Graduate Member) - 2009

COMPUTER SKILLS:

- Computer Applications (Ms-Office)

CAREER GROWTH:

- **Higher/Purchasing Officer** (Conunass 07) – Central Store - 2001

Responsible for:

- Monitoring of Flow of Stocks in and out of the Central Store
- Keeping of Store/Ledger Account
- Store Keep of Furniture and Office Equipment
- Receiving and Issuance of Furniture Items and Office Equipment
- Keeping of Good Received Note (GRN) and Store Issue Voucher (SIV) and Updating of the Same.
- Ascertaining Minimum Stock Levels and Maximum Stock Levels
- Determining Re-order Level
- Conducting Stock Taking Exercise

Senior Purchasing Officer (CONUNASS 08)/Head, Stationary Store - 2006

- Role as Senior Store Officer (Head, Stationeries Store)

Responsible for:

- Updating/Posting of Bin Card
- Receiving of Stationeries Items from the University Suppliers/Contractors
- Issuing of the Same to other Departments/Units on request
- Recommendation/Creating of Awareness on the Obsolete/Slow Moving Items to the Chief Store Officer
- Determination of Buffer Stock/Safety Stock in Order to Place an Order
- Conducting Stock Taking Exercise

Senior Purchasing Officer (CONUNASS 08) – Head, Procurement Unit

- Purchasing Officer (CONUNASS 9 and 12)

Responsible for:

- Market Survey in Order to Determine the Prevailing Market Price.
- Preparation of Cost Implication of the Requested Items.
- Engaging in Negotiation with the Suppliers/Contractors.
- Obtaining Quotation/Proforma Invoice from the University's Suppliers/ Contractors.
- Raising and Issuing of Local Purchase Order (LPO) to the Suppliers/ Contractors.
- Determining/Setting of Mark-up.
- Setting of Bench Mark (Standard Price) and Taking into Cognizance the Quality of Product.
- Evaluation of Suppliers'/Contractors' Performance so as to ascertain whether they meet up with lead time/delivery time.
- Inspection of the Supplied items to Determine whether it conforms to the Specification on the LPO.
- Processing of Payment Authorization
- Maintaining Award Register.
- Membership of University Tenders Board.

Chief Procurement Officer & Project Procurement Officer (Africa Centre of Excellence for Innovative and Transformative STEM Education)

Purchasing Officer (CONUNASS 13) – Head, Procurement Unit

Responsible for:

- Supervision and evaluation of Unit Staff
- Lead the University Procurement Unit and Oversee the acquisition of good and services of the University
- Ensure that procurement meet University needs by reducing cost

- Support University goals and objectives in any matter that relates to procurement in other to achieve value for money
- Overseeing the Procurement activities of the Africa Centre of Excellence for Innovative & Transformative STEM Education (ACEITSE)
- Acting as a bridge between the University and the Vendors
- Sourcing for efficient vendors who can deliver high-quality services at low and best prices
- Efficient negotiation with the vendors on behalf of the University
- To ensure all the principle of procurement is strictly adhered to (accountability, consistency, effectiveness, fair dealing and integrity)
- Monitoring and evaluation of supplier's performance
- Leveraging technology to help in procurement functions
- Taking into consideration the interest of the University and the vendors (by putting both in a plain level ground)
- Secretary, Technical and Evaluation Committee on Procurement
- Member, University Procurement Planning Committee
- Member, Asset Disposal Committee

Workshop and Conferences attended:

- Effective Store Keeping Accountant & Control, Inventory Management, Material Requisition – 1st – 5th October, 2007 at Ogun State
  The Institute of Chartered Accountant of Nigeria (ICAN), Lagos Main Land District Society.

- Strengthening Public Procurement - 25th – 29th September, 2017
  The Administrative Staff College of Nigeria (ASCON), Topo Badagry – Lagos

- Procurement and Material Management: 22nd – 25th May 2018
  The Institute of Chartered Accountant of Nigeria at Lagos

- Mastering Procurement Documents
  Lagos State Public Procurement Agency in Collaborate with Sly-Alwin & Associates - at Lagos

- 1st LASU Research Fair – 3rd September, 2019 at Lagos State University.

- Evolving role of the 21st Century Accountant, Auditor, Finance Officer, Budget Heads and Cost Managers (Overview of Procurement Process) – 11th – 14th June, 2019 at Accra, Ghana

- 1st Africa Centres of Excellence for Development Impact Project Boot-Camp (Procurement Clinic) 18th - 26th February, 2019 at The Republic of Djibouti

- 2nd Africa Centres of Excellence for Development Impact-ACE-Impact Project Workshop (Procurement Clinic) – 22th - 28th September, 2019 at Dakar, Senegal

- 3rd Africa Centres of Excellence for Development Impact (ACE-Impact) Project Workshop (Procurement Clinic) – February 2020 at Abuja Nigeria

- 4th Africa Centres of Excellence for Development Impact (ACE-Impact) Project Workshop (Procurement Clinic) – September 2020 at Virtual

- 5th Africa Centres of Excellence for Development Impact (ACE-Impact) Project Workshop (Procurement Clinic) – March 2021 at Virtual

- 6th Africa Centres of Excellence for Development Impact (ACE-Impact) Project Workshop (Procurement Clinic) – October 2021 at Virtual

- Capacity Building Procurement Officers Lagos State Public Procurement Agency. 30th June – 2nd July, 2022 at Obasanjo Presidential Library Ogun State

- Work Class Practices and Procedures in Public Procurement Supervision and Control, Vigo Consulting Services Limited. 24th – 26th August, 2022 at Grand Ibro Hotel Abuja

- Workshop on Public Procurement by TPS TBP Solution Ltd. 12th – 15th September, 2022 at Jasmine Hotel, Abuja

Hobby:

- Reading
- Singing and Dancing

