# CURRICULUM VITAE

**TEBUG**

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## PERSONAL DETAILS

## Nationality: Cameroon

Date of Birth: 22-08-1983

Visa Status: Tourist Visa

## CAREER OBJECTIVE

**To obtain a position where my experience is applicable that could fit my qualifications and develop further my talents and skills for continuous career improvement.**

## ACADEMIC BACKGROUND

* PGD in supply chain and logistics management
* Bachelor Degree in Biochemistry
* Diploma in medical laboratory technology
* 3 GCE Advance Levels
* 5 GCE Ordinary Levels, A-C

Westford school of management Dubai-UAE

University Of Buea

National training school for health personnel Bamenda

Progressive comprehensive high school Bamenda

Government high school

Njikwa Year completed: 2015

Year completed: 2011

Year completed: 2009

Year completed: 2004

Year completed: 2002

## OTHER QUALIFICATION

Holder of UAE driver’s license, class 3

## EMPLOYMENT DETAILS

Modern Freight Company Ltd

**Job Title**: Logistics Assistant Assistant

From Sept 2014 to Sept 2017

A Leading freight forwarding company, employing approximately 2000 employees.

* Responded to customer’s inquiries and handling all complains arising during transport process, and corresponded with state institutions such as Dubai chamber of commerce.
* Checked import goods and allocated them in their respective locations
* Shipped canceled and damaged items back to vendors as appropriate.
* Used electronic inventory tracking to scan stock and reconcile inventory.
* Handled and documented storage, a hazardous materials.
* Retrieved orders from their storage space according to listings on Pick Tickets
* Received and stored confidential files, maintained record of approved document
* Ensured policies are line with the current employment laws and updating line manager
* Provided support and leading disciplinary to co-workers
* Produced correspondence, reports, and presentations using the appropriate software by gathering, analyzing and updating data on a timely basis
* Answered questions regarding procedures and resolved discrepancies regarding receipt, deliveries, warranties, repairs and surplus property.

Express Al Madina Supermarket, Dubai-UAE Job Title: Sales Agent

09th Dec 2011 to 20th Dec 2013

A leading retail venture employing over 200 employees

* Provided friendly smile, helpful services to customers
* Handled customer complaints to ensure customer satisfaction.
* Demonstrated good product knowledge to customers on key promotion and offer
* Maintained high standards of presentation and cleanliness across the store
* Supported the store and manager to increase revenue streams by 6 % in 2012.
* Improved relationship with other retail stores.

## INTERPERSONAL ATTRIBUTES

* Flourish in deadline-driven, fast-paced environment.
* Ability to learn quickly.
* Superior writing skills.
* Excellent command in English and French.
* Flexible to work on all shifts and extended hours.

## COMPUTER SKILLS

Well, runner of Microsoft word and excel. Having the basic knowledge of internet surfing.

## INTERESTS AND HOBBIES

I am a keen sports person and my hobbies are tennis, football, listening to the news and working with computers.

## REFERENCES

Available upon request.