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**PERSONAL INFORMATION**

**Name : MOSONGO**

**Nationality** : Cameroonian

**Date of Birth :** 1984

**Gender** : Male

**Country of residence :** AL AIN – United Arab Emirate

**Marital status:** Single

Visa Status : Employment (Contract expire May 15, 2017)

Email : mosongo.267663@2freemail.com

 **OBJECTIVE:**

To take up a challenging career in a reputed organizations , which allows me to use my capabilities and potentials that would enable me to provide profitable returns for the organization and  also allow the growth of my career to a wider perspective.

**PROFILE**

* Certified logistics and Supply Chain Management Professional with two years in a

 Leading Brewery Company in Cameroon Les Brasseries Du Cameroon.

* Experience in computer operations ( MS word, Excel, MS publisher and Print Artist).
* Has an extensive experience in several industries, enabling me serve in various organizations.
* Highly trainable, hardworking, discipline dedicated and can work under pressure and minimum supervision.
* Handle multiple tasks efficiently and effectively

**ORGANISATION:** Organization: Les Brasseries Du Cameroon, Kumba

 Period: 2012 – 2014

 Designation: Warehouse Assistant.

* Control the flow of stocks that is monitor the incoming in and going out of goods and handle stocks record.
* Load and unload goods from delivery suppliers
* Ensures correct quantity has been received by comparing received goods with the delivery order.
* Identify any damage or missing goods and records pertinent information.
* Ensures that the delivery note is sign only upon satisfaction of complete order.
* Move received goods to appropriate storage areas using appropriate lot and items.
* Allocate storage space for items based on their types and sizes.
* Maintain stable temperature condition within the warehouse.
* Maintain labeling of stocks items that must always have the item code when filling in the stock areas.
* Maintain a minimum stock quantity to avoid shortage.
* Prepare dispatch notes and labels.

**ORGANISATION: PART TIME SALES.** Les Brasseries Du Cameroon, Kumba

 Period: 2012 – 2014

 Designation: **Sales**.

* Greet customers as they enter the store and offer assistance
* Accompanied customer to appropriate shelf
* Provide advice on different products.
* Assist customer in making selection.
* Demonstrate product features to facilitate decision making.
* Close sales and assist customer through payment procedure.
* Ensure that all product delivered are made on time.
* Provide information on products that customer shows interest in.
* Provide information regarding product or service offered by the company.

**ORGANISATION:** Solidarity farmers Organization, Kumba, Cameroon.

 Period: January 2011 – December, 2012

 **Designation: Administrative Assistance**

**JOB PROFILE:**

* Provide support to manager and employees, assisting in daily office need and managing company’s general administrative activities.
* Make travel and meeting arrangement, preparing reports and maintain appropriate filling system.
* Answer and direct calls.
* Organized and schedule appointments.
* Plan meetings and take detail minutes.
* Write and distribute emails, correspondence, memos, and letters.
* Update and maintain office policies and procedures.
* Order office supplies and research new deals and supplies.
* Maintain contact lists.
* Provide general support to visitors.
* Acts as a point of contact for internal and external clients.

**PROFESSIONAL QUALIFICATIONS:**

 2016 -2017 Certified logistics and Supply Chain management Professional by the American Institute of Business and Management and Knowledge and Development Authority Dubai, U.A.E. Disciplines like Logistics, Supply Chain, Ware housing, Inventory, Procurement, Purchasing, Shipping and Freights Forwarding. Train by Infonet Institute Dubai.

 2016- Diploma in European Public Procurement with Alison, Ireland

 2015- Diploma in Supply Chain management with Alison Ireland

2015- Diploma in Human resource Management with Alison, Ireland

 2014- Diploma in Management and Leadership.

2011- Higher Professional Diploma in Ports and Maritime Transportation Management

2009- Diploma in Computer secretariat, MS word, MS Excel, MS publisher, print artist

**EDUCATIONAL QUALIFICATIONS:**

2013 - Bachelor (Hons) in Economics University of Yaoundé II Cameroon

2008 - High School Diploma C.C.C.H.S Kumba, Cameroon

 2004 - Secondary School Diploma St Francis College Kumba.

**SKILLS:**

* Quality improvement
* Safety Skills
* Training Skills
* Leadership Skills
* Time Management Skills.
* Communication skills.
* Interpersonal skills.
* Administration skills.
* Inventory management

 **WORKSHOPS AND CERTIFICATIONS**

**Mirsal II:** Course from Dubai trade Training Center

 **NLP:** Workshop from Blue Ocean academy Dubai

**INTERNATIONAL CONFERENCE:** IPSC4 Conference in Abu Dhabi organized by Blue Ocean Academy

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