**Curriculum vitae**

**PERSONAL SUMMARY**

A multi-skilled, hardworking and efficient warehouse assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material / stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

**CAREER HISTORY**

WAREHOUSE ASSISTANT
Working as part of a team in a busy distribution centre, under the guidance and supervision of a warehouse manager or supervisor. Involved in moving stock around manually and carrying out all orders effectively.

Restaurant [Dubai}

Duties:

* Receiving, moving, checking and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Packaging and labelling products before they are dispatched.
* Picking and packing products.
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory processes are completed on the same day.
* Loading and unloading lorries, vans and other vehicles.
* Maintaining and servicing warehouse tool, machinery and trucks.
* Labelling goods that have arrived at the warehouse.
* Welcoming and helping clients come to the restaurant
* Contacting transport companies and coordinating dispatch and delivery with them.

Restaurant {Dubai}

* Moving and organising stock.
* Ensuring a clean and safe workhouse for staff to work in.
* Removing hazardous products from the warehouse.
* Signing off and replenishing stock
* Monitoring stock level
* Moving items through the warehouse from receipt to despatch to customers.
* Occasionally delivering stock to restaurant
* Accurately updating all data into computer and manual recording systems.

Fiestal Royal Hotel –{Ghana}

Receiving goods from our supplies

Checking expire date of iterms and make sure all the are goods conditions

Packing and arranging in warehouse

Maintainng the high standard clean of the warehouse

**KEY COMPETENCIES AND SKILLS**

Administrative duties
Stock management
Delivery of products
Stock taking

**Educational Background**

- Blue Ocean Academy-certified Logistic and and supply chain professional{Dubai and U S A}

- HotCatt-National Diploma in catering and Hotel Management ,Accra Ghana

- Baron Computer School-Diploma in computer studies , Accra Ghana

-Cape Coast Technical Institute –Intermediate Certificate

-HACCP Training Certificate-Dubai

  **Key Skills**

• Concept of Information Technology.

• Using the Computer and Managing Files and Folders.

• Microsoft Word Processing.

• Microsoft Excel & internet e-mail

**First Name of Application CV No:** **1704924**

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