**POSITION ; STORE KEEPER**

**Name : Ndungue**



[**Ndungue.286088@2freemail.com**](mailto:Ndungue.286088@2freemail.com)

**Sex : Male**

**Nationality : Cameroonian**

**Languages : French and English**

**Visa status : Employment**

**Marital status : Single**

**Date of birth : 13/ July/1992**

**Career Objective:**

I aspire to be widely informed and effective in all aspects of Store Keeping. In pursuit of this objective, I constantly learn from others, train and develop essential competence that enables me to keep up with the dynamic business world.

**Summary of Skills:**

|  |  |
| --- | --- |
| Good Judgment | Dependable and Hardworking |
| Caring and Nurturing | Excellent Communication Skills |
| Accepting Personal Responsibility | Ability to Handle Pressure in Stressful Situations |
| Friendly and Polite in all Situations | Professional Appearance |
| Problem and Conflict Resolution | Computer Literacy |
| Willingness to Work Holiday : | Good Command of English. |

**Educational Background:**

University of Buea (Cameroon) 2011 -2013

MARKETING and BUSINESS MANAGEMENT

PCHS Bamenda (Cameroon) 2009 – 2011

**ADVANCED LEVEL CERTIFICATE.**

**Professional Experience:**

PEPSICO SAUDI SNACKS FOOD, UAE **MARCH 2014 – Present**

**Store Keeper**

* To exercise general control over all activities in Stores Department
* To ensure safe keeping both as to quality and quantity of materials.
* To maintain proper records.
* To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
* To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
* To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
* To reserve a particular material for a specific job when so required.
* To issue materials only in required quantities against authorized requisition notes/material lists.
* To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues and pilferage,

Global Cargo Douala Cameroon **June 2008 - March, 2011**

**Sales Executive**

* Promote high customer service.
* Maintain awareness of promotions and advertisements
* Aid customers in locating merchandize
* Assist customers to make the right choice in the selection of items
* Communicate customers request to management
* Outdoor and Indoor sales Coordination
* Replenish merchandize and monitor stock
* Participate in yearend inventory and cycle count
* Ensure accurate reconciliation of till floats and petty cash

Edorado Yaounde,Cameroon **march 2006 - February 2008**

**Sales Assistant**

* Meet and greet customers with a cheerful smile.
* Ensure that the store environment is clean and tidy.
* Provide excellent customer service
* Outdoor and Indoor sales Coordination
* Ensure that the stock room is well arranged
* Demonstrate items to customers and answer questions
* Assist the manager in making shop order request
* Received incoming deliveries/shipments and replenish stocks as needed.

**Training Attended:**

Smart step to excellent Customer Service (Adidas Boutique)

Personality Development and Leadership Management (Adidas Boutique)

E- Learning and Point Of Service (Cashier) (Channels Boutique)

**Computer Literacy:**

* Quick Books accounting software for Sales Report, Data Base Management, Ms Word, Ms Excel, Power point and Amadeus Global Distribution System

**References:** Available Upon Request