

**Personal Details**

**Name**: Emmanuel

Emmanuel.332498@2freemail.com

**Personal summary**

Experience Assistant Warehouse Manager, who manages distributions systems and ensures the efficiency of operations. Adept at making quick decisions in a busy environments to maintain productivity. Specialize in inventory control objectives managing staff and resolving issues.

**Career History**

**Dec 2012- Date, Assistant Warehouse Manager**

Company; **HEAVY INDUSTRY LOGISTICS COMPANY LTD**

**Responsibilities**:

* Manage stock control and reconcile with data storage system
* Liaise with clients, suppliers and transport companies
* Supervise shipping and receiving operations.
* Procure materials needed for efficient movement of goods inside and outside warehouse.
* Update computer system with shipment details.
* Respond to employee concerns and work with leadership and departments to resolve each.
* Assist in the development of department goals and annual business plan.
* Managed training safety and compliance programs.
* Documented personnel issues and collaborated with department head on resolutions.
* Liaised with human resources to improve recruitment process for warehouse staff.
* Revamped safety procedures to reduce workplace incidents.
* Ensured all merchandise was properly tracked and routed inside warehouse.

 **Oct 2010- Nov 2012**  **Inventory Clerk**

Company: **Tuskys Hypermarket Company Ltd**

 **Responsibilities**

* Maintaining optimal stock levels to ensure timely availability of products.
* Managing an Inventory team comprising of Shift Managers and team leaders.
* Managing excess and ageing stock.
* Reviewing service levels on a continuous basis.
* Using electronic inventory tracking to scan stock and reconcile inventory.
* Minimizing exposure to obsolete and excess stock.
* Putting forward recommendations for operational policy, procedures and goals.
* Creating and maintaining spreadsheets to report and analyze data.
* Issuing purchase orders to customers.
* Presenting written reports and analyses to manager.
* Coordinating the shipment of goods from the warehouse.
* Investigating customer complaints.

**Achievements**

* Saved money for the company, by implementing standard measures for vender management
* Saved time for the company, by introducing rules to prevent time shrinkage.
* Contributed to good customer service.
* Developed/ Implemented new procedures

**Key Skills and competencies**

**Management**

* Able to adapt quickly and effectively to operational issues.
* Can work in a fast paced and very busy warehouse.
* Ability to read, interprets, and effectively communicates necessary policies and procedures to others.

**Personal**

* Developing individuals in a team so that they achieve their full potential.
* An excellent man-manager who leads by example and is able to adapt quickly and effectively to operational issues.

**Computer Skills**

Basics (MS-Word, MS-PowerPoint, MS-Excel) Internet Concepts, Ms-Access.

**Areas of Expertise**

* Stock management
* Logistics
* Receiving procedures/processes
* Procurement procedures
* Monitoring expenditures
* Identifying variances
* Warehousing Management
* Distribution Planning

**Education**

**March2012 -Dec 2016** Bachelor Degree in Commerce -University of Nairobi

**July2010- March 2013** Diploma in Purchasing and supply -Kenya institute of management}

**2005-2008** Kenya certificate of secondary education -St. Augustine’s Boys High School

**1997- 2004** Kenya certificate of primary education -Homa- Bay Primary School

**Referees**

**Upon request.**