***CURRICULUM VITAE***

Name : ERIC

Visa Status : Employment Visa Free Zone

Age : 15/01/1987

Nationality : Cameroonian

Contact numbers : 971503718643

Email : [eric.341796@2freemail.com](mailto:eric.341796@2freemail.com)

ADDRESS : Abu hail, Dubai

LANGUAGE : English & French.

**Position : Warehouse Storekeeper / Supervisor**

Personal Summary

Good experience individual with knowledge of performing a variety of shipping/receiving, stocking activities, stores and distributes material to supplies and equipment. Good knowledge of inventory management and keep stock records serve as a lead worker to other classified staff and also perform other related work as required by the line manager.

**Castolin Eutectic Monitor Coating Dubai (UAE)**

**Position Warehouse operational supervisor from 2015 - Present**

Responsible for all warehouse operational related activities including shipping, tracking shipment on transit, giving the right feedback of shipment on transit on the right time to satisfy the customer needs, good knowledge of arranging transportation vehicles and trucks as the need may be, Good knowledge of dealing with the customers, good knowledge in receiving, deliveries, coordinating stock, documenting warehouse transactions, maintaining records, and overseeing storage of surplus Inventory,

Making sure that all the workers in the warehouse are working in good condition and are satisfied with their working conditions.

* **Responsibility**
* Having a full knowledge of all Enterprise Resource planning related activities.
* Answer all queries from the warehouse workers and make sure they are satisfy with all conditions.
* Receives and inspects all incoming materials and reconciles with purchase orders, processes and distributes documentation with purchase orders, reports documents and tracks damages and discrepancies on orders received.
* Maintain all data entry in the system and able to retrieve them when needed.
* Supplied all consumable material required from the production site workers while ensuring inventory are matching both in the system and physical stock.
* Load and unload trucks by using a forklift.
* Monitored the functioning of store equipment and reported problems and failures to the management.
* Good in micro soft word, Micro soft Excel, and Power point.
* Good team player and organizing skills.
* Ensure that all Health and Safety Policy are maintained in company as a whole.
* Ensure that all staff implement Health and Safety procedures in the company.
* Make sure I Educate all the staff and workshop workers about the important of Health Safety in a work place.

**CAREER HISTORY**

**Zaker Trading LLC Dubai UAE**

**Position = Store keeper from 2012- 2015.**

* Receives and inspects all incoming materials and reconciles with purchase orders, processes and distributes documentation with purchase orders, reports documents and tracks damages and discrepancies on orders received.
* Maintain all data entry in the system and able to retrieve them when needed.
* Having a full knowledge of all Enterprise Resource planning related activities.
* Ships canceled and day mage items back to vendors as appropriate.
* Handles documents storage and transportation of hazardous materials.
* Maintains the warehouse records and stores area in a neat and orderly manner.
* Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.
* Good in micro soft word, Micro soft Excel, and Power point.
* Monitored the functioning of store equipment and reported problems and failures to the management.
* Using computer equipment to generate labels.
* Stocking incoming goods into shelves.
* Loading merchandise into trucks.
* Loading and unloading containers and trucks.
* Organizing stock in the warehouse.
* Good organizing and leadership skills.

**Personal**

* Physically fit and able to work in hot or cold environments.
* Ability to lift up to 60 KGS.
* Possessing mathematics proficiency and strong communication in both English and French skills.
* Excellent in work organization, time management and customer relations skills.
* Can operate Fork Lift.

ACADEMIC QUALIFICATION

* Diploma in Transport Logistics Management -2014. In National Polytechnic Bamenda Cameroon.
* General Certificate of Education (Advance Level-2009)
* General Certificate of Education (Ordinary Level - 2006)
* IOSH Institute of Occupational Safety and Health (managing safely) obtain in SYSCOM Training institute UAE (Dubai in 2015)
* Can operate Fork Lift from 3 ton and 5 ton with home license.

All other documents will be presented upon request.