

**CURRICULUM VITAE**

**Akanne**

**Email:** akanne-343555@2freemail.com

**Position Applied: Warehouse Associate**

 **PERSONAL OBJECTIVE**

To improve my skills, increase my knowledge and make myself updated in a functional area of my profession.

 **CAREER OBJECTIVE**

To work in a challenging company that provides opportunities and better career path to become more competent in a corporate field and to contribute to the success of the company and to take in more responsibilities, I am career minded and is currently looking for a unique opportunity to join a company that offers long term progression and stability to hardworking and successful candidate.

 **EMPLOYMENT HISTORY**

**Logistics & Warehouse company in Dubai UAE Jan 2019-Dec2019 Position:** Warehouse Associate

# Job Responsibilities:

* **Organize and restocks products in the warehouse**
* Signs for factory deliveries of company products.
* Takes inventory of all supplies and reorder materials as necessary.
* Operates forklift and other machinery needed to transport heavy items around the Wharehouse.
* Delivers orders to clients and customers.
* Updates management or supervisor on the status of inventory, shipments and deliveries.
* Load and unload trucks
* Maintain Wharehouse premises safe and neat.

**Logistic company in Dubai UAE May 2017– Dec 2018 Position:** Warehouse Associate

# Job Responsibilities:

* Receive shipments and ensure both quality and quantity.
* Create and maintain contact with vendors and customers to ensure timely delivery of goods.
* Audit freight cost and documentation.
* Ensure accuracy of all inventories.
* Maintain communication with warehouse staff to ensure proper working order.
* Ensure all payments are processed in time.
* Create packing lists and update shipment information in the database.
* Organize files both manually and electronically.
* Ensure that warehouse has sufficient space for incoming deliveries

# Logistics company in Lagos, Nigeria Jan 2009 – Dec 2016 Position: Warehouse Associate

**Job Responsibilities:**

* To order and report inventory and deliveries.
* Respond to shipping complaints, lost items and damaged.
* Coordinate all shipments for all locations.
* Follow schedules of product distribution .
* Work with carrier and third-party services.

**EDUCATIONAL QUALIFICATION**

* + 2006: Madonna University, Okija, anambra State, Nigeria (B.sc Second Class Honor

Division)

* + 2000: Community Secondary School, Ndiowu, S.S.C.E Level

**Career Summary**

8 years of Experience in customers service and logistics Sound Knowledge of Microsoft office and Tally.

**PERSONAL PROFILE**

Gender : Male Visa Status : Own Visa Nationality : Nigerian

Language : English

Join Date : Immediately

**SKILLS:**

* Good physical condition.
* Excellent customer service skills and maintain supply inventory.
* Communication skills and attention to details.

**TRAINING ATTENDED**

* Simple Understanding of Customer Service
* Physical fitness.
* Organization skills.
* Communication Skills

**REFERENCES:**

Can be provided up on request

**DECLARATION**

I declare that the information provided above is true and correct to the best of my knowledge.

AKANNE