Daniel

Daniel.364396@2freemail.com

LANGUAGE: English

CURRENT LOCATION Dubai, UAE

Professional Profile

I am an energetic, confident individual with a proven ability to provide exceptional customer service. During the past 10 years I have held several positions which involved communicating and serving customers and my employers have always commended my outgoing personality and great interpersonal skills. I have worked with several multi-national team environments with confidence. I am responsible, dependable, friendly, honest and hardworking. I have the genuine desire to understand customer needs and serve them with enthusiasm.

Education

**Bachelor of Business (Hons)**  Dec 2016

Major: Business Administration

City University College, Malaysia

**West African Senior Secondary School Examination (SSCE)**

Accounts: C5, Agricultural Science: C6, Biology: C6,Christian Religious Knowledge: A1**,** Commerce: B2**,** Economics: B3, English: C5, Mathematics: B3

Professional Skills

**Computer Applications:** Microsoft Office Applications, Omega Software (Inventory)

**General Skills:** Hardworking, Adaptable, Dedicated, Obedient, excellent communication skills, friendly

Experience

**2014 -2015: JTS Global Resources Sdn. Bhd.**

Subang Jaya, Malaysia

**POSITION: OPERATION**

**TASKS:**

* Liaising with the customers, upper management and other entities involved in the shipping process
* Export documentation: Shipping instruction, shipping advice, Phytosanitary certificate, certificate of analysis, certificate of origin, health certificate, packing list, bill of lading (BL), Letter of Indemnity(LOI) etc.
* Proforma Invoice, Purchase order and sales contract preparation, Physical documentation & filing in chronological order

**May 2012 –Jan 2014:**   **Brotzeit German Restaurant and Bar**

Bandar Sunway, Malaysia

**POSITION: Assistant Restaurant Manager**

**Nov 2012 –May 2014:**   **Brotzeit German Restaurant and Bar**

Bandar Sunway, Malaysia

**POSITION: Waiter**

**2010 -2012:**   **West End Limited, Shell Petroleum Development Company (SPDC),**

Port Harcourt, Nigeria

**POSITION: INVENTORY CONTROL OFFICER (STORE/WAREHOUSE)**

**TASKS:**

* Liaising with vendors, management and different departments of the company
* Interdepartmental/Outside transfers of items (Requisition)
* Stock taking of inventory items using the Omega Application software
* Designing and updating store issue and receipt vouchers
* Balancing of stocks (Adjustment), using the Omega software

**2008-2010: West End Limited, Nigerian Liquefied Natural Gas (NLNG),**

Bonny Island, Nigeria

**POSITION: PURCHASING MANAGER**

**2006-2008: West End Limited Head Office**

Trans Amadi Rumuobiakani, Nigeria

**POSITION: CLEARK**

References: Provided on Request

Hereby I declare that above mentioned particulars are true and accurate to the best of my knowledge and that I have not meant any intentional mistake

Daniel