 Curriculum vitae

Name: Roland

Nationality: Cameroonian

Date of birth: 05/08/1992

Marital status: Married

Visa status: Employment Visa

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ADRESS: ABU DHABI@REEM ISLAND

**Job Title: Store In charge / Storekeeper at Tafawuq facilities management (**[**www.tafawuq.ae**](http://www.tafawuq.ae/) )

City of light, Marina square , Al Rayyana , SAS al nakhl , Marina bay, ( all in Abu Dhabi )

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**CARRER OBJECTIVE:**  
  
 A multi-skilled, hardworking and efficient store keeper/Inventory officer with a proven track record of ensuring the smooth functioning and running of all stores concerning activities. I have a Bachelor Degree in Curriculum Studies and Teaching and 4 years 6month of current and progressive experience working with a reputed facilities management company in Abu Dhabi, United Arab Emirates. I have great physical fitness and can lift and stand for long periods of time with no effect. I have great computer skills and can work in any computerized data collection or inventory control system in order to track various aspects of the inventory or other store related activities and soft ware .This has made me have proper inventory reconciliation, accurate audit result each time I am audited and above all I have been able to satisfy customers needs. In turn, this helps to maintain and improve quality control for the company or clients. When there is an issue with inventory, there is no problem providing creative solutions to track any discrepancies and to ensure that the numbers are always justified. My interpersonal skills are great and it is possible for me to manage employees when needed, respond to stock inquiries from customers and fill out all reports in a timely manner. I am able to record and maintain inventory lists, review paperwork and reports check product codes for consistency, and provide outstanding customer support.

[CAREER](http://www.dayjob.com/) HISTORY:

Store keeper 4 years 6 months of progressive UAE experience

2013 to Date: Work with Tafawuq facilities Management Company Abu Dhabi (A subsidiary of Eltizam Group Asset Abu Dhabi, United Arab Emirate Management)

* ***Job Duties and responsibilities:***
* Receives and inspects all incoming materials and reconciles with purchase orders and ensure quality, quantity and expiring date is taking into consideration before signing on delivery notes.
* Daily monitor stock level ,placed order where require and ensure minimum stock level is maintained
* Return wrong or damage items to the supplier and follow up for replacement
* Shelving or packing material to designated areas and ensure tagging and labeling is done so as to ease verification or counting.
* Create good receipt note (GRN) in system to ensure newly received material is update in the inventory.
* Make sure hazardous material like chemicals are segregated and kept in separate room as designated .
* Supply technicians with spare parts, consumable, supplies and equipment as per company procedures and make good issue note in system (RI)
* Monitor the shelves and storage facilities; ensure that item near to expiring are issued out first.
* Ensure all MSDS for chemicals related material are placed at designated areas near the chemicals as per safety requirement and procedure.
* Maintain inventory: Use inventory management software to prepare purchase requisitions for the replacement of stock and coordinate them with immediate management.
* Email suppliers with approved PO and follow up for delivery by mail or phone calls and ensure that items are delivered on time so that operations are not affected.
* Ensures minimum stock levels are maintained.
* Responding to enquiry from supplier with regards to some spare specification and make sure the supplier properly understand the material ,In some cases picture of such material are sent through mail to them or the samples are taken from FM supervisors and handed over to them .
* Manage the Inventory on daily basis by making sure SAP system inventory matches with the Physical stock and reconciling stocks if any discrepancies are found.
* Cooperate with auditors during stock take by providing them the required documents together with current inventory list; assist them in counting the items and clarify any doubt.
* Posting all items issued from store in system to ensure it deducts and matches with physical inventory.
* Respond by mail and phone calls to supervisor and the management regarding deliveries and stock availability or any other general enquiry.
* Database and System Knowledge: I knowledge and skills required to access and collect data via Company-approved databases or the Internet. This includes the ability to complete electronic forms, produce accurate reports, conduct investigative research, explain data and communicate results. This includes maintaining current knowledge and keeping up with new releases.
* Business Etiquette: Ability to communicate with others, via telephone or in person, in a professional and helpful manner while simultaneously building credibility and rapport. This includes the ability to understand, be diplomatic and tactful, demonstrate appropriate behavior in social situations and maintain composure in negative circumstances in order to achieve results
* Provide training and support in “hard goods” inventory management methods and SAP transactions to new joiners or assistants
* General Plant provisioning and stores set up location in SAP system
* Ensure all damage equipment or machines are send for repair and make sure they are return on time.
* Ensure that instrument is send for calibration as required and follow up for their return once completed.
* Maintains the warehouse, records area and stores area in a neat and orderly manner
* work extended hours and respond to after hour emergencies at any time necessary.
* Attend and participate in management meetings , make suggestion where necessary and response to question regarding store related activities
* Safety Procedures: Knowledge of and ability to proactively recognize and report safety issues or incidences and maintain a clean, safe work environment (e.g., customer safety, keeping work aisles clear, sanitary health practices, proper placement of tools and machinery, etc
* Manages up to 10 project site material
* Manages up to 7 stores in different locations as per the project.
* Follow all company produces and department procedures.
* Perform any related duty if required

***Skills and competence:***

* Accuracy and attention to detail
* Recognizes and understands product numbers and alpha/numeric codes
* Inter personal skills and easily adapts and work with people from multicultural backgrounds
* Understands basic inventory, warehousing and stocking procedures
* Able to work independently with some direction.
* Capable of following written instructions and documented procedures
* Comfortable in fast-paced environment
* Computer literate in excel and ms office
* Able to perform simple math operations (addition, subtraction, multiplication, and division )
* Team player who works productively with wide range of people
* Manages time effectively and adapts quickly to changing priorities
* Effective listening, verbal and written communication skills
* Able to multi-task
* Problem-solving and analytical ability
* Under different store software including SAP, UBERIQ etc

FUNCTIONAL INDUSTRIAL AREA OF DESIGNATION

* Facilities management/maintenance/health care / construction
* Material knowledge : MEP, Fire system , construction, BMS , pools ETC ---

SOFTWARE COMPETENCE

* SAP (Currently using) ,UBERIQ (lastly used 2013)

**Computed know: MS excel, MS word , Ms power point**

EDUCATIONAL QUALIFICATION

* First AID CERTIFICATE (THE AMERICAN HEART ASSOCIATION) JUNE 2017
* MASTER OF DIVINITY (CURRENT STUDENT) DECEMBER 2016 TILL DATE
* BACHELOR DEGREE IN EDUCATION---------DEC 2012
* ADVANCED LEVEL CERTIFICATE ------------JUNE 2009
* ORDINARY LEVEL CERTIFICATE---------------JUNE 2007

LANGUAGE PROFICIENT: EXCELLENT IN BOTH SPOKEN AND WRITTEN ENGLISH

*NB: THERE IS NO MORE POWER ENGINE DRIVING AN ORGANISATION TOWARD EXCELLENCE AND LONG –RANGE SUCCESS THAN AN ATTRACTIVE, WORTHWHILE, ACHIEVABLE VISION FOR THE FUTURE, WIDELY SHARED*