**CURRICULUM VITAE**

**Name : TSOPNDUNG**



**Email: ;** **tsopndung.381939@2freemail.com**

**Gender : Male**

**Visa status : visit visa**

**Nationality : Cameroonian**

**Address : DUBAI**

**POSITION : ASSISTANT STOREKEEPER**

**PERSONAL SUMMARY**

 I seek a placement that will permit me to grow alongside the company while my potentials will also be used to realize organizational objectives.

I am hard work, motivated, energetic and dedicated person with a positive attitude. I am highly motivated and enjoy working with others.

I possess excellent interpersonal and communication skills with the potential to work well in a multi-national environment. Customer service oriented. I also Possess a comprehensive understanding of material / stock management techniques and inventory control methods and procedures.

**CAREER HISTORY**

**BOLANGERIE LA PAIX SARL - Cameroon**

**ASSISTANT STOREKEEPER – 2014-2018**

 Working as part of a team in a busy distribution centre, under the guidance and supervision of a production manager or supervisor. Involved in moving stock around manually and carrying out all orders effectively.

**Duties**:

* Receiving and recording the incoming goods into the store. Goods.
* Making sure the goods are arranged and packed in order to avoid random displacement of materials.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Packaging and labeling products before they are dispatched.
* Inventory control including defining slow and non moving items
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory processes are completed using computerized accounting systems.
* Weekly procurement delivery report and store materials statue.
* Maintaining and servicing warehouse tool, machinery and trucks.
* Daily and monthly report of consumable and structural materials.
* Welcoming and helping clients who visit the branch.
* Preparing deliveries for the van drivers.
* Moving and organizing stock.
* Ensuring a clean and safe workhouse for staff to work in.
* Storing stock away safely.
* Removing hazardous products from the warehouse.

**PROFESSIONAL EXPERIENCE**

**Competencies:**

* Knowledge of supply chain management and related fields.
* Have excellent numeracy, literacy and organizational skills.
* Delivering excellent customer service to clients who visit the warehouse.
* Ability to follow processes and procedure accurately.

 Have problem solving skills.

* A comprehensive understanding of safety procedure

 **Personal:**

* Have a meticulous and efficient work ethic
* Have a good attention to detail.
* A good team player.
* Willing to work overtime at short notice.
* Able to work in shifts.
* Have good communication skills
* Computer knowledge of Microsoft words and excel

**EDUCATIONAL QUALIFICATION**

*GCE ORDINARY LEVEL CERTIFICATE[2009]*

*GCE ADVANCED LEVEL CERTIFICATE (2011]*

*BACHELOR DEGREE IN MANAGEMENT SCIENCIES AND ECONOMICS[2016]*

**HOBBIES**

 **Football, cooking and travelling**