**CURRICILUM VITAE**

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**FELIX**

E-mail:  felix.382136@2freemail.com

**Personal**  Date of Birth: 22nd May, 1988

**Information** Sex: Male

 Marital status: Single

 Nationality: Nigerian

 Visa Status: Cancelled

**Personal summary**

Am hardworking and physically fit individual who has experience of picking, selecting, palletizing and storing goods in a warehouse. As a seasoned professional am able to work at heights, lift 50 lbs, standing continuously and perform physically demanding work that requires the pushing or pulling heavy loads. Aside from my technical competencies, my pleasant manner and excellent communication skills allows me to work independently or part of a team and follow standardized work instructions. At the moment am looking for a suitable position with an employer who offers a competitive salary, a safe work environment, and a wide range of benefits.

**Objective:**

* Responsible for working in a busy warehouse and ensuring that deliveries are made to customers on time. And to also contribute to the successful growth of the organization through hard work.

Skills:

* Familiar with a computerized stores and warehouse system.
* Able to work at elevated heights up to 30 feet.
* Maintaining a clean, organized and safe work environment.
* Ability to organize and prioritize job tasks and requirements.
* Establishing safety procedures.
* Accurately interpreting instructions.
* Demonstrating integrity and respect to senior managers at all times.

**Personal skills:**

* Physically fit and able to work in hot or cold environments.
* Possessing math proficiency and strong communication
* Excellent organizational, time management and customer relations skills.
* Adept in handling and managing stressful situations.
* Ability to work under pressure and quick decision making.

**Dubai** work experience:April 2016-present

* Dulsco llc Dubai uae (warehouse operative)

Companies include:

* Chalhoubgroup of company. Warehouse operative and online shopping processing (Ecommerce)
* Jolly chic. Ecommerce warehouse.

**Nature of duties:**

* Responsible for receiving, packing, processing, organizing and storing merchandise
* Stocked shelves, racks, cases, bins, and tables with merchandise
* Operating power material handling equipment to accurately select and palletize loads. Moving pallets by hand, hand truck, electric pallet jack, or manual pallet jack
* Purchasing and marketing
* Processing inbound and outbound merchandise.
* Proper scanning of items while receiving and picking for dispatching.
* Quality assurance and customer Service
* Maintaining Sales Records and Preparing Monthly Reports
* Advertising and inventory
* Providing excellent customer service by answering queries and concerns and assisting with product selections
* Maintained a clean, neat, and orderly stock room, sales floor, and all areas of the store always during and after business hours
* Verifying purchase orders against the goods received and recording damaged goods to be returned.
* Updating inventory records and preparing a list for goods to be ordered
* Packaging merchandise for shipment.
* Shrink wrapping goods for loading onto trailers.
* Proper finding of stock and merchandise in the warehouse.
* Ensuring that the correct labels are on all stored pallets.
* Routinely cleaning all warehouse areas and containers.
* Matching quantities and items being shipped against the invoice.
* Using computer equipment to generate labels.
* Loading and unloading containers and trucks.
* Organizing stock in the warehouse.

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| QUALIFICATIONS:**Certified Professional in Hotel and Hospitality Management**Dubai, UAEMinistry of Education- Knowledge Human Development and Authority2017.Secondary school certificate/ National diploma (N.D)Language: English both speaking and written (Fluently)Computer Skills:Microsoft packages, Excel and internet utilityHobbies: Reading, travelling, interacting and making friends.Referee: Available immediately on request. |