#  CURRICULUM VITAE

# ONUEGBU

# Nationality: Nigerian

# Current Location: Dubai, UAE

# Date of Birth: 30th December, 1990

# Marital Status: Single

# Hobbies: Sports, Making Friends

# Visa Status: Tourist

**Email:** onuegbu.382476@2freemail.com

**Language**: English (fluent)

**STOREKEEPING**

## PROFESSIONAL SUMMARY

To be able to work and be a part of your prestigious company that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things and tasks

**PERSONAL STRENGTH**

* Good communication, self confidence, Discipline and punctual
* Self confidence and interested to learning more
* Hardworking, resourceful, systematic & organized believe in continuous learning

# PERSONAL SKILLS AND ABILITIES

* Working knowledge of, or ability to quickly learn, applicable company infrastructure, policies and procedures
* Ability to utilize interpersonal skills that contribute to a strong team environment
* Highly responsible & reliable
* Strong planning and organizational skills with sense of priority for deadlines and attention to detail
* Ability to multitask, work in a fast paced environment and have a high level attention to detail
* Strong organizational skills with an eye for detail
* Ability to work independently with minimal supervision
* Ability to lift and move heavy objects

**I.T SKILLS**

Microsoft Office (Word, Excel, Power Point)

**WORK EXPERIENCE**

* **Storekeeping Supervisor**

Immaculate Beverages Ltd (Lagos, Nigeria) 2015 - 2017

* **Assistant Storekeeper**

Immaculate Beverages Ltd (Lagos, Nigeria) 2012- 2015

**Duties:**

* Supervise warehouse operations and oversee employees
* Contact vendors and responsible for returning damaged goods to vendors
* Responsible for receiving all shipments of products and store them in organized manner
* Provide employee training and feedback, making schedules and oversee maintenance and up keeping of the store
* Track inventory of products on shelves and storage unit
* Maintain records of products being shipped and received
* Track lost or mis-delivered packages
* Order and receive supplies, contact vendor to discuss discrepancies against purchase orders.
* Stock department storerooms, adjust min and max par levels in a automated inventory system
* Maintain a clean and safe working environment in accordance with OSHA standards

 **ACADEMIC QUALIFICATION**

* Bachelors Degree of Technology (B.Tech) in Geology
* West African Senior School Certificate
* First School Leaving Certificate

**PROFESSIONAL CERTIFICATES**

* Nigerian association of petroleum explorationist (NAPE)
* OSHAcademy (Health and Safety Environment) – Currently in View

**DECLARATION**

I, hereby declare that the above-mentioned details are true to the best of my knowledge and belief. I assure that I will discharge all my entrusted duties to the entire satisfaction of all concerned**.**

**REFERENCES**

Available on request

 **ONUEGBU**