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**PRINCE**

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**DUBAI, U.A.E**

**STOREKEEPER**

**🖎 OBJECTIVES**

Seeking a challenging career position where operational and experience can be used to achieve increasing of productivity with progressive company.

**🖎 HIGHLIGHTS OF QUALIFICATIONS:**

* Substantial experience of store management and maintenance activities
* Extensive knowledge of inventory ordering, receipt, and monitoring practices
* Operational knowledge of use of measuring tapes, micrometers, and calipers
* Ability to manage and complete multiple work-assignments, in a timely manner
* Ability to work overtime, weekends, and holidays, as needed
* ‘Huge working experience of storekeeping
* In depth knowledge of storekeeping methods and procedures
* Proficient with food and beverages
* Ability to perform miscellaneous clerical tasks
* Ability to speak effectively before groups of students
* Ability to write routine reports and correspondence

**🖎 EXPERIENCE**

**STOREKEEPER**

**AKL BAYTNA, DUBAI 27th MARCH 2017 TO TILL NOW**

**STOREKEEPER**

**HOLIDAY INN HOTEL, CAMEROON 15TH JANUARY 2013 TO 2015**

**DUTIES**

* Ordered, procured, received, inspected, and stocked all inventory in the storeroom.
* Huge working experience of storekeeping
* In depth knowledge of storekeeping methods and procedures
* Proficient with food and beverages
* Ability to perform miscellaneous clerical tasks
* Ability to speak effectively before groups of students
* Ability to write routine reports and correspondence
* Unloaded, moved, and loaded all materials in a safe manner.
* Documented and maintained records and paperwork related to inventory and billing, accurately.
* Used Microsoft Office software for data entry and updated the store database, efficiently.
* Monitored and maintained the cleanliness and tidiness of the storeroom.
* Interpreted and complied with all product-related safety and handling procedures.
* Procured, received, stored, and distributed store materials, as directed.
* Updated and referred to appropriate material catalogs and product lists for inventory ordering.
* Monitored and managed all storeroom maintenance and inventory management costs, efficiently.

**🖎 EDUCATION**

* **Bachelor of arts in English (2015)**
* **Advance Level Certificate (2012)**
* **Ordinary Level Certificate (2010)**

**🖎 ADDITIONAL CAPABILITIES**

* Excellent Results focused and customer service oriented
* Strong verbal, written and listening communications skills
* Adaptable and able to work in a fast paced retail environment
* Team player and dependability
* Expert in all Electronic Items related to Mobile Items
* Superb communication skills
* Route materials to the proper section or cargo space
* Store and load up materials in keeping with prescribed methods

**🖎 PERSONAL DETAILS**

Date of Birth : 28/08/1995

Citizenship : Cameroon

Marital Status : Single

Gender : Male

**Visa Status : Employment Visa**

**Language : English and French**

**🖎 DECLARATION**

I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted

**PRINCE**