Curriculum Vitae



Edwin

Origin; Kenya

Gender; Male

Visa status; Employment visa

EMAIL; [Edwin.382630@2freemail.com](mailto:Edwin.382630@2freemail.com)

**Subject; Storekeeper and Warehouse Operations**

**Objectives**

To pursue a job career inline with Supply Chain Management (Procurement) course training I under gone and utilize the skills, innovate ideas and be ready to face challenges.

**Career snapshot**

I am a young talented procurement officer knowledgeable in all warehousing operations and stock cotrol, basic financial accounting, purchasing principles, information communication technology and supply management. With the above mentioned knowledge it will be easy to initiate material request coming from our customers and also to do follow up of orders from different suppliers and to insure adequate stock level in store.

**My Strength and skills**

* Quality control analysis; Able to contact test and inspect products and services to ensure quality is obtained.
* Writing; communicating effectively in writing as appropriate for the needs required.
* Decision making; considering the relative cost and benefits of the potential action to choose the most appropriate one.
* Complex problem solver; identifying complex problem and reviewing related information to develop and evaluate options.
* Negotiation; in a position to bargain with suppliers to meet the best prices hence profit maximization.
* Time management; making sure that stock arrives in time for replenishment to avoid stock out of inventories and last minute rush.
* Computer literacy; ability to store data in computer.

**Education back ground**

2017- Dubai World Security Institute

Security Industry Regulatory Agency (SIRA)

2013- 2015 The Kisumu Polytechnic College

Diploma in Supply Chain Management

2011- Sino Secondary School

Kenya Certificate of Secondary Education

2016- Manyatta Primary School

Kenya Certificate of Primary Education

**Work Experience**

**One year working as a stores assistant Linen craft laundry Dubai.**

**Duties**

* Receiving of customers cloths and labeling for easy identification.
* Physical counting, scanning, recording and storing the data of customers’ products in computer.
* Inspection of the customers’ products before delivery to ensure they meet the customers’ satisfaction.
* Preparing delivery notes and seals for effective delivery of the products.

**Six months working as a Procurement assistant in Woolworths Company**

**Duties**

* Spot checking to know the number of a specific product remaining in the stock room.
* Consolidation of stock to help win customer trust and loyalty.
* Receiving, inspection and physical stock take upon receivership from the supplier.
* Cleaning and neatly arranging the stock room for easy retrieval of stores when needed.
* Reservation of customers products
* Monthly general stock taking.

**One year as a stores officer 360 degrees sports club and restaurant**

* Preparing purchase orders
* Ordering of goods
* Inspection of the goods upon delivery by the supplier and ensuring they are as the specifications.
* Stock taking and report preparation
* Record keeping on stock in goods and stock out goods in the computer.
* Sourcing of suppliers and evaluating different quotations

**One year as a Security officer in 360 degrees sports club and restaurant**

* Guiding and welcoming in guest and offering any assistant to them when need be.
* Conducting search at the entrance of the restaurant
* Working together with other security officers to see that every area of the restaurant is under proper surveillance.
* Ensured that all industry laws, regulations and rules were adhered to in the daily operations of the restaurant.
* Contact the police, medical emergency services or fire department as necessary.