**ELUFIDIPE**

**WAREHOUSE ASSISTANT**

**CAREER OBJECTIVE:**

A multi- skilled, hardworking and efficient warehouse assistant with a proven track record, ensuring the smooth functioning and running of all activities in the warehouse. Able to follow company operation procedures and work in a safety manner.

**WORK EXPERIENCE:**

**Warehouse Assistant (2018-2020)**

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DIP 1, Dubai

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

* Labeling goods correctly that has arrived at the warehouse.
* Preparing deliveries for the van drivers to take out to customers.
* Removing hazardous and expired products from the warehouse.
* Remarkable knowledge of operation of pallet jack, forklifts and other warehouse equipment.

**Storekeeper (2017- 2018)**

* **Huqqa Restaurant and Coffee Shop**

Dubai Mall, Dubai.

* Maintain receipts, records, and withdrawals of the stockroom
* Receive, unload, and shelve supplies
* Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
* Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
* Rotate stock and coordinate the disposal of surpluses
* Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
* Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

**SKILLS AND KNOWLEDGE**

* Proficient in computer appreciation, Microsoft Word, Corel Draw, Internet and maintenance of computer systems.
* Consistently offer safety, professional, friendly and efficient service.
* Ability to work with less or no supervision
* Excellent communication skill

**EDUCATIONAL QUALIFICATION**

* **Daystar Institute of Information Technology, Lagos 2011- 2012**

Desktop Publishing

* **Lagos State Polytechnic,Ikorodu, Lagos State 2007 – 2010**

National Diploma in Banking & Finance

* **Santa Maria College, Mushin, Lagos State 1998 – 2004**

Senior Secondary School Certificate

* **Ogundimu Primary School, Ajuwon, Ogun State 1992 – 1998**

First School Leaving Certificate

**CONTACT:**

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I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>