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| **Personal information:** **Name: Antony** **Email:** **antony-405036@2freemail.com****Mobile: +971504753686****Residence: Doha Qatar** **Citizen: Kenyan****Date of Birth: July1979****Languages : English (fluent) written and spoken****Swahili: (fluent) written and spoken****Marital Status: Married** **Religion: Christian** |  |

**Work Experience 8th November 2022 up to currently**

**Receiving Agent Store Logistics Employer Qatar**

**Client Hotel Qatar**

**Qatar 2022 World cup services**

**Reports to Assistant Purchasing Manager**

**I reports to the Cluster A Logistics Supervisor,) am the stores incharge of all the site 1 properties which has 15 stores serving 150 Hotel apartments in Al Khor Qatar.) work in collaboration with the EHK manager or Executive House Keeping Manager.My role is to ensure steady supply of materials,goods and items in all the properties and doing inventory,i am also incharge of receiving and reviewing loss and damage reports before submitting to the finance for replacement.) also in conjunction with the EHK Manager assign site drivers delivery roles to and from our main warehouse.) enter the data in hard copy and soft copy for record.) am also involved in decommissioning of materials after any event.) also have the following roles of which some i do voluntary**

* **Collaborate with procurement staff to list expected deliveries.**
* **Receive shipments and sign paperwork upon receipt.**
* **Help Unload packages from incoming trucks.**
* **Inspect contents to ensure they are undamaged.**
* **Verify packages according to order and invoices in quantity, quality, price and damages**
* **Data entry of the documents received in the store system.**
* **Coordinating with other departments when materials are needed**

**1stJune 2019 to 31st October 2022 Hotels Mombasa Kenya**

**Position Warehouse Store Manager**

**Duties and Responsibilities**

* **Train new recruits.**
* **Planning department budgets**
* **Supervise and evaluate the performance of assigned warehouse employees.**
* **Counter check receiving sheet in relation to receipts and items ordered • Approving overtime and Monitoring digital work time sheet**
* **Assign workloads to warehouse workers.**
* **Assigning off duties,approval of annual and sick leaves**
* **Receive,unpack,pack,load,issue,store and deliver materials,supplies or equipment.**
* **Complete packing slips for shipments as assigned.**
* **Store inventory of materials to ensure enough stock for the kitchen to ensure no under or oversupply to minimize cost and maintain flow running through.**
* **Communicating with suppliers for quotation**
* **Liasing with other departments for support**
* **Maintain updated content of supply records.**
* **Handling disputes among the staff and grievances with clients.**

**1stAugust 2013 to April 30th2019 Gulf News Dubai United Arab Emirates Position: Feeder Machine Operator and quality check Production department**

* **Examining the job order to set**
* **priority • Loading forms on the feeder ready for folding of flyers and forms.**
* **Enduring machine Setting is to the required settings for quality production.**
* **Feeding new jobs in the machine memory computer • Ensuring machine adjusting as it runs incase of error in production.**
* **Checking quality of the sample of books and magazines on make ready in perfect and saddle stitching binding.Colour balance spine and page numbers.**
* **Control check on Calendar samples and medical Jackets. Reporting to the production Supervisor.**

**Sep 2008 to August 2013 - Gulf News Abu Dhabi**

**Position: Sales and distribution Circulation department**

* **Attending Customer queries.**
* **Following up customers to ensure maximum satisfaction on our products.**
* **Update of the sales activities through sales report.**
* **Designing a selling plan.**
* **Maintaining customer records.**
* **Generating new business and meeting sales target.**
* **Contract management**

**May, 2002 April, 2008**

**Student Enrolment Advisor: Kamamu College Kenya**

**DUTIES:**

* **Enroll students by phone, fax, and email and in person. Notify student of classes reaching enrollment limit or changes in status of course. Waitlist students and apply special discounts as required.**
* **Provide information to the community regarding courses & special events by phone, fax, email and in person to those who visit the institute. • Maintain a through and current knowledge of enrollment policies, procedures and other pertinent information specifically outlined in the General Information section of the Extension catalogue.**
* **Interact with Program Reps as Needed regarding drops, transfers and new students.**

**Education: Jan 1995 - Nov 1998 Nyeri High School Kenya 0' Levels Certificate**

**July 2000 - Dec 2002 Excel Institute of professionals Thika Kenya**

**UK Diploma in Marketing with units in Marketing,Advertising, PR,Selling and Sales management.**

**April 2003 BCE Kenya Driving License by National Transport Authority**

**June-August 2003 : Skill soft ELearning Centre Nairobi Certificate in ICDL.**

**July-August 2007 Duncan consultant and training. Sales effectiveness and personal mastery skills**

**Attributes:**

* **Team player**
* **Planning Skills**
* **Courteous, professional and persistence**
* **Flexible**
* **Ability to multitask**
* **Self supervisory**

**REFERENCE:**

**Mr. Lavkesh Grover Human Resources Officer Gulf News Dubai Office**