**CURRICULUM VITAE**

**LEON**

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DUBAI, U.A.E

**STOREKEEPER**

**OBJECTIVE:**

To obtain Storekeeper position and to contribute to the success of the company.   
  
**SUMMARY OF PROFESSIONAL QUALIFICATIONS:**   
  
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:** 

* Worked as a Storekeeper with Quifeurou Company, Cameroon (5-yers)

**DUTIES &RESPONSIBILITIES:**

* Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
* Responsible for upkeep of various appropriate records of materials received.
* Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
* Issued supplies as per the demand of the clients and maintained records of payments.
* Maintained the budget of all the expenditures incurred and presented same to store managers.
* Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
* Monitored the functioning of store equipment and reported problems and failures to the supervisor.
* Assigned charges to appropriate project/work center for supplies and materials.
* Monitored on hand quantities of stock items, anticipate seasonal variances.
* Recorded disposal items to track for later donation or sale.
* Maintained an inventory of parts and equipment on hand.
* Prepared work orders for equipment repairs.

**PERSONAL DETAILS:**

* Gender : Male
* Marital Status : Single
* Nationality : Cameroon
* Date of Birth : 02-04-1993
* Visa Status : Tourist Visa ( Long Term)
* Language : English & French

EDUCATIONAL CERTIFICATIONS:

* H.N.D in Logistics & Transport
* Custum declaerence certificate
* Baccalaureat

**DECLARATION:**

I certify that the above information are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.