**Curriculum vitae**

**PERSONAL DETAILS:**



|  |  |  |
| --- | --- | --- |
| NAME: | : | DOSUMU |
| Language | : | English |
| Visa Status | : | Visit Visa |
| Date of Birth | : | 16-MAY-1991 |
| Email | : | Dosumu-393779@2freemail.com  |
| Marital Status : | Single |
| Address | : | Dubai U.A.E. |

**GENERAL HELPER**

**OBJECTIVE**

To obtain the General Helper position with your company and provide excellent service. Able to work and be a part of your prestigious organization that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle warehouse tasks and also to handle logistics tasks to my best.

**PERSONAL SKILLS**

* Self-motivated and innovative team player with ability to work under minimum supervision.
* A result oriented and responsible individual with ability to use intuition to solve complex problems for impossible results.
* Good interpersonal and communication skills.
* Flexible and Understanding easy

**ACADEMIC QUALIFICATION**

* High school certificate of education

**WORK EXPERIENCE**

POSITION:

DURATION:

GENERAL HELPER

2 YEARS

POSITION:

DURATION:

GENERAL HELPER

2 YEARS

**RESPONSIBILITIES**

* Cleaned tools and organized tools according to jobs
* Assisted with material handling
* Ran errands for workers to get food and supplies.
* Load and unload blocks/rings from factory to customer’s site.
* Managed daily purchases and kept inventory of supplies in storage.
* Helps in making of blocks and rings.
* Offload cements from trailer into store.
* Preparing deliveries for the van drivers.
* Moving and organizing stock.
* Ensuring a clean and safe workhouse for staff to work in.
* Measuring and taking precautions for goods going by Air Freight.
* Maintaining the record of goods shipped and received
* Checking documentation of cargo and classify them as per tariffs
* Advising clients regarding payment methods and transportation of their good.
* Cross checking the items received against the invoices & record the missing goods
* Negotiating the shipping price with Various Customers.

**SKILLS AND COMPETENCES**

* Focused on client and customer services
* Hospitality management
* Good communication skills
* Efficient in time management
* Ability to build strong relationships with customers
* Can stay calm in a crisis situation
* Willing to work days, evening and weekends
* Team work
* Having an enthusiastic drive and a positive ‘can do’ attitude
* Flexible to meet the demands of the business

**LANGUAGES:**

* English

**HOBBIES:**

* Travelling
* Learning new skills
* Reading books
* Making new friends

**DECLARATION**

I here by declaring that the above provided information is true and holding all certificates stated above and I promise to work hard to reach employers demands and satisfaction of the end users of the service.

**DOSUMU**