

# **RESUME**

**KAMENI KAMENI ARMAND**

**MOBILE: 33557957**

**EMAIL: (kameniarmand3@gmail.com)**

**ADDRESS: Al Najma**

**DATE OF BIRTH: 13 September 1991**

**MARITAL STATUS: Married**

**NATIONALITY: Cameroon**



## **OBJECTIVE:**

With more than 5 years experiences, I am seeking for a responsible and challenging position in a reputable organization where I can contribute my acquired knowledge and experience as well as my personal skills in **Marketing & Sales**.

## **SKILLS AND SPECIFICATION**

- Good knowledge in customer service
- Able to give report of the day activities
- Team player with experience in multicultural environment
- Ability to convince a customer on the need of the product
- Self-motivated
- Ability to multitask
- Maintain a smiling face even when things are out of place
- Good in Microsoft excel and words
- Always willing to spend extra time to complete assigned work.

## **WORK EXPERIENCE**

***Almana interior ( THE ONE ) from September 2020 Till now***

### ***Sales Associate & Customer Service***

- Ensure high level of customer satisfaction through excellent sales service.
- Welcoming and greeting customer with smile
- Capable to handle angry customer.
- Assess customer needs and provide assistance and information on products features.
- Achieve monthly and annually sales target.
- Responsible on building relationship with customer through regular use book of client
- Maintain an awareness of all promotions and advertisements
- Participate in store meetings and training seminars
- Follow up sales leads
- Understand customer needs and requirements and provide suitable solution

***Warehouse Assistant (from June 2016 till August 2020)***

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, deliver)
- Receive and process warehouse stock products (pick, load ,unload, ,label, store)
- Taking pictures and reporting the damaged items to my team leader or supervisor
- Perform inventory controls and keep quality standards high for audits
- Organize locations for new arrival items
- Collect and send invoices to appropriate department
- Keep a clean and safe working environment and optimize space utilisation
- Communicate and cooperate with supervisors and coworkers
- Follow quality service standards and comply with procedures, rules and regulations
- Responsible for organization of property maintenance and cleanliness

**Cameroon Airlines (Camair –co) from (2013 to 2015)**  
**PO BOX 7281 Douala Cameroon TEL ..+237697484153**  
**Cargo & logistics Supervisor**

- In charge of European and Africans flights Sector, operated truck to complete unloading offloading operations.
- Daily accepting handover documents of new arrival shipment from head office and update them in the system.
- Monitoring and supplies all equipments needed for daily operations.
- Delivery of cargo and mails to appropriate aircraft as necessary.
- Motivate and encourage the team to achieve the daily target.
- Properly label all cargo for shipping and make sure that they are complying by all safety procedures.
- Escorting valuable cargo, mails and other vulnerable documents for delivery.
- Scanning air waybill for accepting cargo.
- Determined method of shipping, prepared bills of lading, invoices, and other shipping documents.
- Doing monthly inventory in the warehouse.
- Preparing monthly schedule for my team.

### **EDUCATION & CERTIFICATES**

- **June ; 2013 - Completing high Certificate in **Shipping and transport** obtained.**
- **April ; 2014 - Completing higher Diploma in Cambridge International college in **(logistic ,Shipping and Transport Management)****
- **August ; 2021 - Certificate in Supply Chain Management obtained at ICON Training Center.**
- **March ; 2021 - Star of the Month / Best Seller of the Month**
- **June ; 2022 - Star of the Month / Best Seller of the Month**
- **Qatar driving Licence**

### **LANGUAGES**

- **English ; Speaking and Writing Fluently**
- **French ; Speaking and Writing Fluently**

➤ **Spanish ; Speaking and Writing Basic**