





Desmond Nji Chi

CONTACT

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 Cat B

SKILLS

- Master Microsoft Office (Word, Excel, Access, PowerPoint & Publisher)
- Coordination and monitoring
- Excellent communication
- Team lead/management
- Time management
- Facility management
- Target-driven
- Operations management
- Problem-solving

PERSONAL DETAILS

Nationality: Cameroon

Passport Number: CEMAC

Date of birth: 07/12/1991

Visa Status: Resident Visa

LANGUAGES

English Native

French Upper intermediate

WAREHOUSE/STOREKEEPER

Receiving, Inventory control and Stock Organization

PROFESSIONAL SUMMARY

Enthusiastic Warehouse/Storekeeper with 4 years of experience. Result-driven professional through streamlining process, attention to detail and excellent organization. Oversees day-to-day activities with strong planning and organization skills to achieve results.

WORK HISTORY

Problem Solver, (DXB8 SC) Amazon Logistics Dubai - UAE - 03/2023 – 03/2024

- ✓ Problem Solve (PS)
- ✓ Coordination and monitoring of team performance
- ✓ Reprinting of package labels
- ✓ Examines and inspects stock items for wear or defects, promptly report damages to supervisor
- ✓ CPT chasing for same deliveries
- ✓ Recording and returning of damaged shipments
- ✓ Recording returning of cancelled shipments
- ✓ Coaching of 20 associates, review and feedback during PRIME and PEAK
- ✓ Ambassador/training of 25 newly hired associates
- ✓ Trailer, Dock and Release (TDR)
- ✓ Yard safety and management
- ✓ Dock management
- ✓ Loading and offloading of trucks for deliveries using both manual and electronic (EPJs) pallet jacks

**Inventory control and quality assurance (ICQA) 10/2022 - 01/2023
DXB5 Amazon Logistics UAE**

- Inventory control and quality assurance
- Report damages and missing item
- Picking and packing the correct products from the storage unit
- Packs and unpack items efficiently in shelves of storerooms and warehouse
- Maintaining and keeping track of receipts, records, and withdrawals of the stocks.
- Strong organizational skills with meticulous attention to details
- Reporting of damaged or broken goods for reconditioning
- Outbound; Wrangling goods for packaging and delivery
- Maintained neat and clean store areas in line with health and safety policies.
- Inspected stock shipments to verify quantities, quality and destination information.
- Followed procedures to maintain accurate stock counting and organized storage system.
- Used automated and hand-operated scanners to maintain comprehensive product inventories.
- Followed stock adjustment procedures to correct inaccuracies in cycle counting activities.

EDUCATION

Bachelor of Business Administration and Management: Business, 10/2011 - 11/2017
University of Yaoundé II - Cameroon

Diploma in Computer Maintenance and Network: IT Maintenance, 01/2017 - 12/2017
CITEC-HITM, Yaoundé - Cameroon

High School Certificate, 09/2009 - 08/2011
GBHS Muyuka - Cameroon

Ordinary Level Certificate, 09/2005 - 08/2009
GBHS Muyuka - Cameroon

ONLINE CERTIFICATES

- 2020, Public Policy Analysis, Nkafu Policy Institute, Denis & Lenora Foretia Foundation, Yaoundé
- 2020, Peace and Governance, Bochum International Institute for Peace, Governance & Development Studies in Africa (BIIPGADSA), YAPCEC Buea
- 2020, Excel Skills for Business Essentials, MACQUARIE University, Australia
- 2020, International Organizations Management, University of Geneva
- 2020, Web Development (HTML5, CSS3, JavaScript, Capstone and PHP), University of Michigan

Warehouse Operation Assistant

02/2020 - 07/2022

Express Events Décor – Yaoundé, Cameroon

- ❖ Prepares goods for delivery, track and follow up distribution to final destination
- ❖ Successful closure of 4 event contracts monthly, thus achieving monthly target
- ❖ Manage and handle shipping, loading and unloading of products.
- ❖ Integrate best practices in handling warehouse materials.
- ❖ Provided printing, photocopying scanning support to colleagues.
- ❖ Kept and maintained accurate filing system for preservation of office information.
- ❖ Monitored and updated stock levels and inventory databases.
- ❖ Conducted intensive safety audits and investigated reported issues, accidents and near-misses.
- ❖ Promoted continuous improvement by problem-solving and sharing suggestions to optimize team operations.
- ❖ Demonstrated adaptability by taking on ad-hoc tasks.
- ❖ Carried out duties with strict compliance to company standards and policies.
- ❖ Conducted quality checks on deliverables, identifying and addressing discrepancies.
- ❖ Filed physical and digital documents, prioritizing accessibility and data accuracy.
- ❖ Flexible to work a variety of shifts, including weekend and holidays as required by manager
- ❖ Execute all other assigned tasks.

Warehouse Assistant Lead

01/2018 - 01/2020

PROSPY-MTN Telecom - Yaoundé, Cameroon

- Team leads with over 15 associates
- Receiving deliveries, communicating with third parties, and signing for goods.
- Performs inventory control and management
- Assist in loading, unloading and proper storage of items in the warehouse
- Organize stock and merchandise within the warehouse by properly unboxing and storing goods in their designated location
- Verify all incoming shipments to be accurate by comparing the invoice to the order and ensure all goods are in excellent condition
- Properly pack items to be shipped according to company standards to ensure they arrive in excellent condition
- Follow HSE rules and regulations strictly, while performing all activities on store and conduct physical inventory.
- Communicating with team members about daily operations, problems, and completed work.
- Maintain cleanliness and safe standard in the warehouse