

ASIKOYE MUNAI DAVIS



Contact

Address:

- Al Satwa Dubai, UAE

Phone:

- +971- 55 174 2126

Email:

- munaidavis@gmail.com

Nationality:

- Kenyan

Visa Status:

- Employment Visa

Marital Status:

- Married

Date of birth:

- 01-12-1990

Languages

- English Swahili Luganda

Skills

- Have a high degree of accuracy & detail orientation.
- Good employee and customer relationship and teamwork.
- Collaboration and motivation skills
- Inventory control
- Reporting and documentation skills.
- Excellent interpersonal skills with clients & team members.

Profile

To work in a competitive firm that encourages new ideas, team spirits and hard work. I aspire to provide effective result in all services rendered and further the goals of a company while advancing my professional skills and experiences.

Experience

Work place: Pet Station Veterinary Clinic -Al Quoz Ind. Area 3 Dubai

Position : Customer service

Duration : OCT 2023 -July 2024

Duties and Responsibilities

- ❖ Greeted clients with patients in a friendly and professional manner.
- ❖ Understood and used Customer Resource Management (CRM) software called ZOHO and PROVET for invoicing, inventory recording, clients data recording and accounting purposes.
- ❖ Managed clinic communications ,including answering phone calls ,directing calls and responding to emails.
- ❖ Scheduled and coordinated meetings, appointments with clients and vendors.
- ❖ Maintained clinic supplies inventory and ordered new supplies as needed by.
- ❖ Managed the distribution of documents to relevant parties in the company ie Electronic Data Interchange (EDI).
- ❖ Ensured compliance with company policies, procedures and standards for documents control.

Work place: FM Agricultural Stores Ltd (Wema WA Afya Maize flour Brand)-Kenya

Position : Sales Supervisor

Duration : May 2020 – Jan 2023

Duties and Responsibilities

- ❖ Part of the team that started in the inbound department where we received items on behalf of the company.
- ❖ Managed workflow and trained new hires.
- ❖ Did picking and putting away items of various raw materials and packaging items after carefully
- ❖ Cross checking them against what was expected.
- ❖ Labeled the items accordingly and handed them over to the inventory team.
- ❖ Occasionally helped in receiving and sorting items at the docks
- ❖ Occasionally did quality control (QC) of items in the outbound area when orders were too much.
- ❖ Equipped with knowledge of System Application and Products (SAP) for proper sales records.

Work place: Gateway Logistics Middle East-Dubai

Position : Material Handler

Duration : November 2017 to Feb 2020

Duties and Responsibilities

- ❖ Received, picked and packed, labelled and kitted material for shipment.
- ❖ Stored materials in designated locations.
- ❖ Maintained accurate inventory records..
- ❖ Staged finished products for final distribution.
- ❖ Performed cycle counts and physical inventories.
- ❖ Followed all safety procedures and guidelines.

Education

- ❖ 2012: Kenya Methodist University
Diploma in Human Resource Management
- ❖ 2011: Budget Driving School-A valid Driving license
- ❖ 2010: Mara Discovery Training College-Computer Proficiency
- ❖ 2009: Kenya Certificate of Secondary Education.
Nyangori Boys' High School.
- ❖ 2005: Kenya Certificate of Primary virembe Primary

Declaration

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.