

**PERSONAL DETAILS:**

Name: FOY SIVIL YOUA

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Nationality: Cameroonian

Visa Status: own Visa

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**Applying For The Post Of Warehouse Assistant/Storekeeper****CAREER PROFILE:**

A multi-skilled, hardworking and efficient warehouse assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material / stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

**WORK EXPERIENCE.****Warehouse Assistance at All food Foodstuff Trading LLC, Dubai  
(2018-2020)****Responsibilities:****Designation: Warehouse Assistant**

- Receiving, moving, checking and storing incoming goods.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
- Packaging and labelling products before they are dispatched.
- Helping to ship out over 500 lines every day.
- Picking and packing products.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Making sure that all inventory processes are completed on the same day.
- Loading and unloading lorries, vans and other vehicles.
- Maintaining and servicing warehouse tool, machinery and trucks.
- Labelling goods that have arrived at the warehouse.
- Operating a forklift, boom truck and front-end loader.
- Welcoming and helping clients who visit the branch.

- Contacting transport companies and coordinating dispatch and delivery with them.
- Preparing deliveries for the van drivers.
- Moving and organizing stock.
- Supervising the work of junior staff.
- Ensuring a clean and safe workhouse for staff to work in.
- Storing stock away safely.
- Removing hazardous products from the warehouse.
- Occasionally selling goods over the trade counter.
- Signing off and replenishing stock.
- Using Mechanical Handling Equipment i.e. fork lift trucks to move goods around.
- Monitoring stock levels.
- Moving items through the warehouse from receipt to despatch to customers.
- Occasionally delivering stock to shops and retail outlets.
- Accurately updating all data into computer and manual recording systems.

## **PERSONAL SKILLS**

- Good at keeping track of goods in and out, storing them in the most efficient and appropriate way,
- Good mental arithmetic, spatial awareness and judgment.
- Attention to detail ability to keep accurate and up-to-date records,
- Very organized and conscientious approach in performing my duty.
- A good team player.
- excellent people skills and verbal communication skills
- Very patient
- responsible and reliable, with a commitment to safe working

## **EDUCATIONAL BACKGROUND**

- Diploma in Nursing
- Bachelor Degree in Nursing
- Knowledge in Microsoft word

## **COURSES AND TRAINING**

- Project management professional certificate
- Hotel management course
- Food safety and hygiene