

CHARLES WAWERU

WAREHOSE ASSISTANT

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https://play.google.com/store/apps/details

AL BARSHA



EXPERIENCE

WAREHOUSE ASSISTANT

WAREHOUSE

- 08/2020 - 11/2022 Kenya
- Sorted materials on warehouse racks and shelves.
 - Picked,packed and dispatched high-volume orders,consistently exceeding warehouse performance targets.
 - Maintained clean,safe and orderly warehouse space.
 - Reported issues and damages to senior warehouse staff,enabling prompt, effective resolutions.
 - Prepared items for timely dispatch and safe transportation.
 - Received deliveries and helped to coordinate storage.
 - Minimised product damage,ensuring goods were correctly handled and stored ta task specifications.

RECORD SUPERVISOR

Total Energies

- 01/2023 - 05/2024 Kenya
- Supervised activities of workers and enforced safety regulations.
 - Oversaw day-to-day activities of the team,ensuring tasks were completed to high standard.
 - Trained new hires and set up mentoring relationships to drive team performance.
 - Dealt with customer complaints and rectified product and service issues.
 - Maintained documents and records to comply with internal policies and external regulations.
 - Improved workplace safety to reduce accidents and near-misses.
 - Performed thorough quality and safety checks,ensuring all specifications were strictly adhered to.
 - Managed daily planning of workplace operations,clearly communicating targets to staff for smooth,efficient task delivery.

EDUCATION

Diploma in Business management

Institution The Nyeri National Polytechnic

- 01/2017 - 01/2018 Location
- Institution: The nyeri National Polytechnic
 - :Diploma in business management

Certificate of Secondary Education

Institution St. Augustine Secondary School

- 01/2012 - 01/2016 Kenya
- Institution St. Augustine Secondary School
 - :Kenya certificate of secondary education

Kenya Certificate of Primary Education

Institution Thingithu Primary School

- 01/2003 - 01/2011 Location
- Institution: Thingithu primary school
 - :Kenya certificate of primary education

SUMMARY

To join an organization where I can employ my skills and workability and expose a high level of performance. I have the right attitude to indisputably perform competently in any field of assignment that would be given to me and the ability to work well with others. I hereby certified that the above information is true and correct according to the best of my knowledge and my experience. if selected I assure that I would perform to the best of my abilities, early awaiting a positive response. Scan with Fast Scan

LANGUAGES

- Swahili
- Proficient
- English
- Advanced