



# GEORGE ORINA

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Dubai, United Arab Emirates

STATUS : VISIT VISA

## Professional Summary

Dynamic and results-driven professional with a proven track record of driving business growth and optimizing resource utilization and processes. Over 15 years of experience leading high-performing teams, developing effective strategies. Building and nurturing relationships with clients and stakeholders is a strength, known for strong leadership, strategic thinking, and excellent communication abilities. Committed to achieving company objectives and fostering a collaborative, performance-oriented work environment.

## Skills

|                                |                     |
|--------------------------------|---------------------|
| Proficient in Microsoft Office | Strategic Thinking. |
| Leadership and Management      | Time Management.    |
| Good Communication Skills      | Customer Focus.     |
| Analytical Skills              | Market Knowledge.   |
| Problem Solving Skills.        |                     |

## Work History

**WAREHOUSE ASSISTANT** 01/2017 - 06/2024

**JOSNAC AGROVET CO.LTD,**

- **GOODS RECEIVING;** Accepting deliveries, checking for damages or discrepancies, and ensuring items match the purchase order.
- **Storing inventory;** Organizing and storing goods in an orderly manner to maximize space and efficiency. This may involve labeling and categorizing products.
- **Inventory management;** Keeping accurate records of inventory levels, conducting regular stock checks and reporting discrepancies or low stock levels.
- **Order fulfillment;** Picking, packing and preparing orders for shipment, ensuring accuracy and timeliness
- **Loading and off loading;** moving goods within the warehouse and loading / off loading trucks using appropriate equipment e.g. forklifts
- **Maintaining warehouse safety;** Adhering to safety protocols, keeping the warehouse clean and organized, ensuring equipment are used safely.
- **Documentation;** Maintaining accurate records of inventory movements, shipping and receiving logs, and other relevant documentation.
- **Communication;** coordinating with other departments, suppliers and other logistic teams to ensure smooth operations.
- **Quality controls;** Inspecting products for defects and ensuring that outgoing shipments meet quality standards.

**Trade Development Representative** 04/2010 - 12/2016

**SAMEER AFRICA, Mombasa, Kenya**

- . Establishing and maintaining relationships with distributors, retailers, wholesalers, and other trade partners to promote the company's products or services.
- .Assisting the sales team by providing market insights, customer feedback, and

support in executing sales strategies

- Planning and coordinating promotional activities, trade shows, and events to increase brand visibility and product awareness.
- Negotiating terms and conditions with trade partners, managing contracts, and ensuring compliance with agreed-upon terms.
- Tracking sales performance, analyzing sales data, and providing reports to management on trade activities and outcomes.
- Ensuring all trade activities comply with relevant laws, regulations, and company policies.
- Preparing regular reports on trade development activities, market conditions, and competitor actions to inform strategic decisions.

**Supervisor – TMS      03/2003 - 04/2010**

***TREADSETTERS TYRES LTD NAIROBI, KENYA***

- Supervising and coordinating the activities of the tire shop staff, including hiring, training, scheduling, and performance evaluation
- Ensuring excellent customer service by addressing customer inquiries, resolving complaints, and ensuring customers' needs are met promptly and professionally.
- Monitoring and managing inventory levels of tires and related products, ordering new stock as needed, and ensuring proper storage and organization.
- Assisting customers with tire selection, providing product recommendations, and promoting additional services or products to increase sales.
- Ensuring the shop complies with all safety regulations and company policies, conducting regular safety inspections, and promoting safe work practices among staff.
- Preparing and maintaining records related to sales, inventory, staff performance, and customer interactions. Reporting to upper management as required.

**Education**

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***KENYA INSTITUTE OF HIGHWAY AND BUILDING TECHNOLOGY    2002  
BUILDING AND CONTRUCTION***

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**AM FLEXIBLE TO WORK ANY WHERE IN UAE.**

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**References**

**Can be Furnished upon Request**

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