



Hubert Christian Woche Tetda

Storekeeper

Profile

Adept at managing inventory, responding quickly to company needs, and using effective communication between departments. Able to function well in high-stress environments with professionalism.

Employment History

JUNIOR FINANCE OFFICER at REFILL ROASTERY LLC, AL AIN, UAE

February 2022 — February 2024

- Analysed Inventory.
- Process invoices from customers purchase orders.
- Reconcile petty cash and bank statements.
- Collaborated with accounting and finance teams to create monthly and quarterly financial reports
- Prepare and filing vat returns.
- Conducted financial audits to assess internal controls and compliance.

STORE KEEPER at NAFFCO ELECTRO MECHANICAL LLC, Dubai, UAE

June 2019 — July 2021

- Maintaining record of stock on site.
- Preparing PO and PV for receiving materials
- Developed and implemented an efficient filing system to track and store documents, resulting in improved organization and retrieval of documents

A. OPERATIONS MANAGER at GROUPE LA PAIX S.A, Bafoussam, Cameroon

May 2018 — May 2019

- Receiving, recording, placing and distributing customers' orders.
- Successfully managed the daily operations of a busy shops, resulting in an increase in customer satisfaction.
- Worked with the store manager to develop and execute a store budget that resulted in a reduction of overhead costs.

INVENTORY ANALYST at GERDI CAM, Douala, Cameroon

January 2018 — May 2018

- Preparing and conducting physical inventory of stock and reconciling results.
- Managed inventory levels to ensure availability of products while minimizing stock-outs and excess inventory.
- Streamlined purchasing and inventory management processes, resulting in a 30% reduction in inventory costs

Concierge Services at LELE HOTEL, Bafoussam, Cameroon

November 2016 — December 2017

Details

Al Quoz Industrial Area Second
Dubai, 17014
United Arab Emirates
050 826 0294
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Date / Place of birth

29-09-1995
Bamougoum

Nationality

Cameroonian

Driving license

Light vehicle manual

Skills

Bank Statements

Filing

Physical Inventory

Microsoft Office

Operations

Booking (Resource Planning Software)

Purchasing

Languages

English

French

- Managed a team of 50 account managers to ensure successful delivery of services and customer satisfaction.
- Identified customer needs and communicated benefits of products and services, resulting in a 30% increase in sales.
- Developed and maintained an up-to-date knowledge of the company's products and services

🎓 Education

BBA in Accounting and Finance, THE UNIVERSITY OF BAMENDA (HICM), Bamenda, Cameroon

October 2013 — September 2016

GCE "A" Level, SECONDARY SCHOOL BAFUT, Bamenda, Cameroon

September 2005 — June 2011

📖 References

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