

# LEONARD SIMON MAYALA

## WAREHOUSE ASSISTANT

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### ABOUT ME

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

### EDUCATION

2013	<b>Zetech university</b>
2015	Diploma in Business information technology
2010	<b>University of dar-es-salaam</b>
2011	Certificate in computer science
2009	<b>Open University of Tanzania</b>
2010	Certificate in computer Maintenance & Repair
2018	<b>Utalii College</b>
2019	Certificate in Hotel Management

### WORK EXPERIENCE

2015	<b>Josmer Computers -Mombasa</b>
2018	Computer technician/Customer service Set up hardware and install and configure software and drivers  Maintain and repair technological equipment (e.g. routers) or peripheral devices  Install well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.)  Manage security options and software in computers and networks to maintain privacy and protection from attacks  Perform regular upgrades to ensure systems remain updated  Troubleshoot system failures or bugs and provide solutions to restore functionality  Arrange maintenance sessions to discover and mend inefficiencies  Keep records of repairs and fixes for future reference  Offer timely technical support and teach users how to utilize computers correctly
2019	<b>Bash Logistics Company-Mombasa, Kenya</b>
2022	Store Keeper/warehouse assistant -Ensure the reception, storage, dispatch and daily management of the stock of products marketed by the company. -Ensure the conformity of products received and delivered. -Ensure the management of inventories: control of the rotation of goods, verification of their availability, procurement from suppliers, tidying, cleaning, inventory. -Keep a record of sales and restock. -Maintain an automated supply inventory database. -Replenish supply inventories following established guidelines.
Jan 2023	<b>Arengo Group -DIP</b>
May 2024	Warehouse Assistant -Move inventory and materials across facilities. -Process inventory for delivery. Sort, organize and store inventory in the proper location. -Package items and label correctly. -Scan delivered items and ensure quality. -Report damaged or missing inventory to supervisors.

### LANGUAGE

English and Kiswahili

### INTERESTS

Playing & Watching football, Travelling, Swimming & Reading Novel

### SKILLS

- ☑ Technological proficiency
- ☑ Software management.
- ☑ Hardware management.
- ☑ Problem-solving.
- ☑ Device inspection.
- ☑ Interpersonal communication.
- ☑ Project management.
- ☑ Organization.