



Nduna Brine Marwofa

Email:ndunarb@gmail.com

Contact: + 971583052917

Address: 2005 Al Mansoor Building, Al Nahda, Sharjah

Summary

Highly motivated scientist with a major in biotechnology aspects, extensive academic and hands on training in research, manufacturing and production, evaluation and assessment. Proven ability to produce meticulous results in research, including data analysis and Microsoft office, following instruction under minimum supervision, attention to detail and capable team player. Great at oral and written communication in English language, owing to years of being frontline personnel and reporting to superiors orally and in written form

Experience

Warehouse Assistant

Matez Hardware • Chivhu

01/2024 – 06/2024

- Successfully managed the storage and retrieval of inventory items in a large warehouse with a high degree of accuracy.
- Maintained inventory control and properly organizing goods for shipping and receiving.
- Directed warehouse equipment such as forklifts, hand trucks and pallet jacks to move goods.
- Coordinated in loading and unloading of goods onto transport vehicles.
- Regularly conducted physical inventories and cycle counts to ensure accuracy of stock.
- Developed and maintained positive working relationships with others; supporting the security and parking attendant team to reach department goals
- Assist guests in loading/unloading.
- Provided parking instructions and assistance to guests as they arrived
- Punctuality, report for work ready to work at scheduled time thus maintaining workflow in a safe manner and keep all coworkers safe

Warehouse Worker

Enkledon China Shop Warehouse • Harare

08/2023 – 01/2024

- Delivered excellent customer service resolving problems related to misplaced parcels.

Supported all areas of the warehouse to deliver customer orders.

- Ensured warehouse duties were performed within allocated timeframes and productivity targets
- Manual duties included lifting and moving up to 23kg, loading and unloading products.
- Completed quality checks on products to maintain high standards.
- Adhered to health and safety regulations, ensuring a safe working environment.
- Directed forklifts to move large packages around the warehouse efficiently.
- Used Warehouse Management Systems to record and monitor inventory to optimize efficiency.
- General housekeeping to keep the warehouse clean and organized to a high standard.
- Maintained all equipment to preserve the machinery and to maximize productivity.

Assistant Lab Technician

Walter Sisulu University • Eastern Cape

02/2022 – 06/2023

- Analyzed laboratory findings to check the accuracy of the results.
- Managed and organized chemical storage with a zero-incident safety record.
- Ordered of lab supplies, reducing backorder instances by a significant gap.
- Implemented an inventory tracking system that reduced errors in order fulfillment.
- Streamlined the process for assembling sample kits, increasing team output.
- Assisted in assembling needles and folding filter paper, supporting a significant percentage increase in lab productivity.
- Maintained laboratory equipment, thus maintaining seamless lab operations during high-demand periods.
- Maintaining records

Skills

- Time management
- Customer service
- Leadership Experience
- English
- Excellent Communication skills
- Organizational Skills
- Cash Handling
- Warehouse Experience
- Store Management Experience
- Stock management
- Teamwork

Education

Applied Biosciences and Biotechnology

Midlands State University • Gweru, Zimbabwe

07/2019

Certificate Bsc in Applied Biosciences and Biotechnology Honors Degree

Languages

English