

Ntchamba Franck Junior

Results-driven Sales & Warehouse Assistant Seeking New Opportunities

Abu Dhabi , Al Ain, UAE

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Highly motivated and results-driven sales and warehouse professional with 4 years of experience in the FMCG industry. Proven track record of success in driving sales growth, improving inventory management, and providing exceptional customer service. I'm excited to leverage my skills and expertise to drive business growth and excellence in a new role.

Willing to relocate: Anywhere

Personal Details

Eligible to work in United Arab Emirates: Yes **Industry:** Aerospace & Aviation, Logistics and Supply chain , Mining & Oil, Pharmaceuticals, Production & Manufacturing, Retail and Wholesales, Transportation Services, Distribution and Warehouse, E-Commerce

Work Experience

Sales & Warehouse Assistant

Hayatna-Al-Ayn February 2024 to Present

Major Duties Experience FMCG:

- Assist sales team with order processing, customer inquiries, and sales reporting
- Manage warehouse operations, receiving, storing, and dispatching FMCG products
- Fulfill orders by picking, packing, and shipping to meet customer deadlines
- Monitor inventory levels, identify discrepancies, and report to management
- Provide excellent customer service, responding to queries and resolving issues success
- Contributed to sales growth through effective sales support and customer service
- Maintained accurate inventory records, minimizing discrepancies and stockouts
- Achieved high order fulfillment rates, ensuring timely delivery to customers
- Consistently received positive customer feedback, demonstrating excellent customer service skills
- Collaborated effectively with sales and warehouse teams to achieve business objectives

Operation Support Assistant

HAYATNA -AL-AIN,UAE - (PRODUCTION)

November 2021 to December 2023

Key Responsibilities:

- Operating the Meypack machine to ensure smooth flow of products
- Monitoring the bucket line for any jams or issues
- Adjusting settings and parameters as needed for optimal performance
- Performing regular quality checks on the packaged products
- Assisting with maintenance and cleaning of the machine
- Collaborating with team members to maintain production efficiency.
- Assembling products and parts.
- Following production guidelines and specifications.
- Finalizing and packaging products for shipment to store yard.
- Operating and maintaining machinery and production line equipment. Monitoring the assembly line and removing faulty products.
- Working on the production line and meeting production targets.
- Reporting any issues to the Manager, Supervisor or Team leader on duty.
- Performing other tasks as assigned.

Warehouse Assistant

Action Drilling Service LLC-Abu Dhabi March 2020 to April 2021

Major Duties (1 year- months)

- Received, inspected, and stored drilling equipment, supplies, and materials
- Maintained accurate inventory records and tracked stock levels
- Prepared and packed orders for delivery to drilling sites
- Performed basic maintenance tasks on drilling equipment and tools
- Ensured warehouse safety and security protocols were followed
- Success Factors:
- Maintained accurate inventory records (95%+ accuracy)
- Achieved timely order fulfillment (95%+ on-time delivery)
- Ensured equipment readiness (90%+ equipment availability)
- Maintained a strong safety record (0 incidents)
- Collaborated effectively with warehouse staff and drilling teams

Education

Welding Technical Diploma in Petroleum Welding Technology

Cameroon Petrochemical Engineering Academy - Douala April 2016 to May 2017

Petroleum Welding Technology

- Course Description: Specialized training in petroleum welding technology, covering welding processes, pipe welding, oilfield equipment repair, and safety procedures.

Foundation Degree in Business Administration

University of Bamenda - Bamenda October 2012 to July 2014

This program provides comprehensive training in business administration, management, and operations. As a student, I learned to analyze business problems, develop solutions, and lead teams to achieve organizational goals.

Skills

- Sales and customer service.
- Inventory management and control.
- Warehouse operations and management
- Order fulfillment and logistics.
- Teamwork and communication.
- Customer Service Representative (1 year)
- Basic Computer Skills
- Data Entry and Record /Keeping
- Seeping And Receiving Procedures
- Material Handling Equipment Operation
- Warehouse Safety and Security

Certifications and Licenses

Welding Technical Diploma

April 2016 to May 2017 This diploma program provides students with the technical skills and knowledge required to become

a skilled welder. The program covers various welding processes, including Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW).

Customer Service Certificate -2025