



# Dereje Asratu

Logistics And  
Supply Chain  
Management

## Contact Detail

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**Email:**

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**DOB:**

28.01.1996

**Gender:**

Male

**Nationality:**

Ethiopian

**Address:**

Addis Ababa ,Street Jemo 1 I  
nfront Of Saint Gebril Church

## Language

Amharic

English

## Skills

## Objective

Looking for a stimulating role where I can leverage my skills and knowledge to drive positive change and exceed organizational goals.

## Education

(Sept 2017 – Jul 2019)

**Debre Birhan University, Debre Birhan ,Ethiopia  
Addis Ababa**

BA Degree In Logistics And Supply Chain Management

- I have been learn such courses like Logistics Management, Warehouse Management, Humanitarian Management, Government and Foreign Purchasing, Purchasing Management , Supply Chain Management, Strategic Sourcing Management e.t.c...

## Experience

(Oct 2019 – Mar 2022)

**Store Keeper**

Sunshine Construction Plc

- To procure, store, and issue supplies in a supply operation; process and maintain inventory records; modify and implement inventory control and disposal procedures; perform related work. Implementing goods receipt /issue procedures. ... Tracking inventory. ... Putting goods in the warehouse. ... Arranging goods in the warehouse. ... Strictly complying with regulations on fire prevention. ... Ability to adapt quickly to the working environment. ... Good teamwork skills. .

(Apr 2022 – Aug 2022)

**Store Keeper**

The Lutheran World Federation World Service

- To maintain the neat and tidiness of store house. To issue materials to the departments as per the indents. To issue materials to departments as per the schedule. To pass the bills of the materials received from vendor and send it to Accounts department for payment..

Communication



Collaboration



Attention to detail



Computer



Customer Service



Creativity



Decision-making



Management



MS Office



Problem solving



Self discipline



Self motivated



Teamwork



Writing



Time management



**Signature**

(Oct 2022 – Dec 2022)

**Property Admin Officer**

MSA Business Group

- Manage Store Keeper, Participate Bid process Identify sold items Compare Proforma Stocking, Labelling, Documentation, Purchase Orders, Customer Service, Packing and Technical..

(Dec 2022 – **CONTINUE**)

**Warehouse Keeper**

Catholic Relief Service

- Any wrong entries on the Commodity Control Ledger must be corrected or adjusted with all the detailed information. The corresponding correction or adjustment must be also be made on the Stock Card pertaining to that particular operation or shipment number where the error was made. Records on the stack card should be made based on the waybills and dispatch notes. A stack card should have the heading "Commodity Type" and "Warehouse location" it then has columns for Date, Waybill/Dispatch Note number, description (Distribution Point, Truck Number, etc), Quantity in, Quantity out, Balance and Signature. It is advisable that stack cards have same information on the reverse so that more records can be added easily. If more than one card is needed, the balance should be carried onto a new card and the process continued. Multiple cards should be numbered, and all cards kept with a stack for easy verification. .

**Reference**

(0924325149 – [awokedigsu44@gmail.com](mailto:awokedigsu44@gmail.com))

**Senior Logistics Officer**

Awoke Digesu

- Catholic Relief Service.

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**Store Head**

Abera Ashagre

- Sunshine Construction.

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**Team Leader**

Ephrem Mesfine

- The Lutheran World Federation World Service.