

GEOFFREY MUSIIME

Receiving Associate

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📍 Al Wasl Building, 319, Al Rigga Street, Dubai, United Arab Emirates.



OBJECTIVE

Efficient Logistics professional with 3 years of experience in inventory management and warehouse service. Adept at receiving 200+ inventory from suppliers and Performing returns to vendors and suppliers among other roles. Fluent in both English and French, and able to provide clear customer service. Seeking a Receiving Associate role where I can benefit your company's inventory processes and manage.

EXPERIENCE

Sept 2020 -
Nov 2022

Receiving Associate

GRANDIOSE HYPERMARKET, DUBAI, UAE.

Ensure correct invoices and Portable Data Terminal (PDT) are received by the encoder and scanning of the supplier barcodes is done correctly.

Conduct blind checks to avoid any discrepancy and shrinkage, also conduct manual checks for Local Purchase Order (LPO) with less than specified products.

Ensure goods are checked for quantity, quality, and expiry of the item etc. as per the product guidelines, maintain the log of the same including Return to Supplier/ Vendor Items (RTS/ RTV).

Ensure that the shortages are highlighted and marked for approval of the supervisor.

Implement the brand guidelines and SOP (standard operating procedures).

Participate in inventory and stock takes as and when required.

Maintain excellent standard of self-hygiene including proper and clean uniform appearance.

April 2019 -
Jul 2020

TEAM MEMBER AIRSIDE OPERATIONS.

EMIRATES FLIGHT CATERING, DUBAI.

Loading, Offloading and collecting aircraft equipment, verifying the opening stock, replenish canisters up to defined standards, document the replenishment, sort the equipment, set, clear from the store, marshal and load the store sets onto the aircraft.

Ensure proper and timely stocking of catering items onboard EK Flights before passenger boarding time to avoid flight delays.

Preparing the aircraft dry stores, amenities, bars, saleable and minerals according to the appropriate airline/aircraft galley-loading plan.

Carrying out the daily activities by adhering to the company's Hygiene and safety rules and regulations.

Ensuring that the goods are stored in a tidy manner that simplifies the issuance, stock taking process and upholding EKFC quality Policies and Standards.

EDUCATION

SKILLS

CRM- Customer Relationships Management

Warehouse management skills

Microsoft office Suite

Inventory Management and Control

LANGUAGES

English

French

Arabic

PERSONAL DETAILS

Date of Birth : 19/07/1992

Nationality : Ugandan

REFERENCE

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Available Upon Request.