

**PERSONAL DETAILS:**

Nationality: Visa Status : Language :

Kenyan Visit visa

English, Swahili

**SKILL HIGHLIGHTS:**

* Attention to Detail
* Physical Stamina
* Time Management
* Basic Inventory Management
* Equipment Operation
* Safety Awareness
* Teamwork
* Communication Skills
* Problem-Solving
* Organizational Skills

**EDUCATIONAL BACKGROUND:**

* + Diploma in Business Management & Tourism
  + Training in Customer Service
  + Proficiency in Microsoft Office
  + Certificate of High School Education

CATHERINE MWIHAKI MWANGI

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# CAREER OBJECTIVE:

As a diligent and detail-oriented packing helper, I aim to leverage my organizational skills and dedication to quality to ensure timely and accurate packaging and shipment of products. I seek to contribute to a dynamic team where I can enhance operational efficiency, uphold high safety standards, and support the company's logistics and customer satisfaction goals.

# WORK EXPERIENCE:

**PACKING HELPER DODHIA PACKAGING LIMITED. KENYA 2 YEARS**

## 

## Duties & Responsibilities

## Carefully and efficiently pack products into boxes, containers, or pallets.

* Attach appropriate labels to packages, ensuring accurate identification and tracking.
* Check products for defects or damage before packing.
* Sorting Items: Organize items based on size, type, or destination.
* Keep the packing area clean and organized.
* Assist in counting and tracking inventory.
* Following Safety Guidelines: Adhere to safety protocols to prevent accidents and ensure the safe handling of goods.
* Use packing tools and machinery, such as tape dispensers, shrink wrap machines, or box cutters.
* Help prepare packages for shipment by sealing and loading them onto delivery vehicles or storage.

**SHELVE STOCKER NAIVAS SUPERMARKET- KENYA, 1 YEAR**

# Stocking and Restoking:

* Placing products on shelves according to store layout and planograms, ensuring that items are arranged neatly and in a visually appealing manner.
* Ensuring that products are faced forward, neatly aligned, and easy for customers to access.
* Continuously replenishing shelves with products from the stockroom to maintain availability for customers.
* Assisting customers by providing information about product locations, answering questions, and helping with product selection.
* Addressing customer complaints or concerns related to shelf stock, such as missing or misplaced items.
* Setting up and maintaining product displays, end caps, and promotional areas to enhance product visibility and attract customers.
* Ensuring that products are correctly priced and that price tags are clearly visible and accurate.
* Working collaboratively with other store employees, such as cashiers, stock clerks, and managers, to ensure a smooth and efficient operation.
* Coordinating with the stockroom and other departments to manage the flow of goods from storage to the sales floor.

# DECLARATION:

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.