



CATHERINE MWIHAKI MWANGI

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Address: Dubai, UAE

PERSONAL DETAILS:

Nationality: Kenyan
Visa Status : Visit visa
Language : 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

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 Restocking:

- 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.