



**GIRMA SEIFU ANSANE**

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EMAIL: GirmaSeifu54@gmail.com

LOCATION: DUBAI - UAE

NATIONALITY: ETHIOPIAN

LANGUAGES: ENGLISH, ARABIC,  
AMHARIC

VISA STATUS: OWN VISA

## EDUCATION

- B.A Degree in Accounting and Finance
- B.Sc. Degree in Civil Engineering.
- UAE Driving License.

## SKILLS

- ❖ MS Office Skill (Word, Excel, PowerPoint) Browsing & Internet.
- ❖ Communication Skill.
- ❖ Time Management Skill.
- ❖ Telephone Etiquette Skill.
- ❖ Customer Handling Skill.
- ❖ Stress Management and Tolerance skill.

## CAREER OBJECTIVES

To work in a learning and challenging environment, utilizing my skill and knowledge to the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

## WORK EXPERIENCE

ORGANIZATION: **DRAGON MART 1**

POSITION : **SALES EXECUTIVE**

DURATION : **(NOW)**

ORGANIZATION: **SCHOOL OF TOMORROW EDUCATIONAL COMPANY**

POSITION : **INVENTORY ACCOUNTANT**

DURATION : **2 YEARS**

ORGANIZATION: **SUNSHINE CONSTRUCTION AND REAL STATE COMPANY**

POSITION : **STOREKEEPER SUPERVISOR**

DURATION : **2 YEARS**

ORGANIZATION: **HAYAT REALSTATE COMPANY**

POSITION : **STOREKEEPER**

DURATION : **2 YEARS**

## DUTIES AND RESPONSIBILITIES

- Discovering new suppliers, negotiating prices with vendors, examining existing contracts, and finding ways to reduce procurement costs.
- Greeted Customers And Assisted Them In Locating Their ChoiceOf Product.
- Replenish supply inventories following established guidelines of the company.
- Maintain a neat, clean and safe working environment as per government regulation.
- Manage the store layout.
- Supervise other staff members and keep a record of sales.
- Receive, upload and shelf all supplies.
- Perform stock related duties like returning, packing, labeling and pricing goods.
- Inspect delivers for discrepancy or damage.
- Report damaged inventories for record-keeping and reimbursement.
- Rotate stock and dispose of surplus and expired quantities.
- Coordinate and handle freight and movement of equipment.
- Keep an organized allocation of inventory placed in warehouse and store.
- Cross-verify the monthly report at the end of each month.
- Ensure proper completion of documentation to place an order and make a purchase.
- Generate a material received report (GRV) timely.
- Ensure storage of goods follow the first in first out (FIFO) method.

## DECLARATION

I hereby certify that the above information are true and correct according to the best of my abilities early awaiting positive responses.

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Dubai, UAE

**Dear sir/madam**

I am enthusiastic, professional, and I believe I would fit well into the company's team culture and contribute to the ongoing success of the department.

I am now looking for a new challenge that will provide me with the opportunity to further develop my career. In support of my application I have attached a copy of my CV. It shows that I will bring important skills to the position.

I would enjoy having the opportunity to talk with you to discuss my application and how I could use my skills to benefit your company.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

GIRMA SEIFU

