



GIRMA SEIFU ANSANE

+971-588106173

+971-542130673

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.

GIRMA SEIFU ANSANE

GIRMA SEIFU

[@girmaseifu54@gmail.com](mailto:girmaseifu54@gmail.com)

+971588106173

+971542130673

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

