

SIMON WOIE JOSHUA

Nairobi, Kenya 00100
+254728390299
josh.woie@gmail.com

SUMMARY

Professional Warehouse Supervisor with experience overseeing entire operations and staff. Meticulous inventory keeper. Great interpersonal skills for training new workers and ensuring best performance from longstanding staff.

EXPERIENCE

CATRION(SAUDI AIRLINES CATERING COMPANY)KING FAHAD INTERNATIONAL AIRPORT
Saudi Arabia

Warehouse Supervisor

10/2021 to 05/2024

- Mentored and developed team members in picking techniques, optimizing overall team performance.
- Dispatched and assessed product quality, achieving outstanding customer satisfaction.
- Developed lasting relationships with peers, upper management and vendors.
- Regularly tracked stock levels, promptly ordering low-stock items to maintain operational readiness.
- Inspired and motivated warehouse teams in operational improvement, increasing team efficiency.
- Coached staff in proper material handling processes to reduce dispatch times.
- Trained, guided, and evaluated warehouse workers, increasing performance and productivity rates.
- Monitored and ensured team compliance with company regulations and procedures.
- Monitored sickness absence levels and conducts return-to-work interviews per company policy, avoiding staffing concerns.

MT. ELGON HOTEL AND SPA

Mbale, Uganda

Cost Controller

12/2012 to 12/2019

- Spearheaded transition to automated billing functions, leading team to comply with changes.
- Managed accounting, payroll and financial reporting activities to provide progress and development updates.
- Applied IFRS to shape technical accounting policies and procedures.
- Facilitated analysis and audit of financial records and record-keeping by finance departments of each institution following federal regulations and generally accepted accounting principles.
- Managed cash flows to optimise year-end tax benefits.
- Addressed asset transfers, lender and equity requests and audit inquiries to provide information of assessments.
- Assisted with acquisition, operating financing and systems integration to met project and site-related objectives.
- Developed annual budget and compared actual expenses against projected budget to minimise costs.
- Produced financial reports and audit documentation to facilitate internal and external auditing.

SKILLS

- Stock management
- Warehousing process knowledge
- Target-driven
- Personnel Management
- Oracle Hospitality
- Forklift operation
- Health and Safety Enforcement
- Compliance standards

EDUCATION

KENYA CERTIFICATE OF SECONDARY EDUCATION
Mutulu Secondary School, Kenya

02/2002 to 11/2005

DIPLOMA IN FRONT OFFICE OPERATIONS AND ADMINISTRATION
Nairobi Aviation College, Nairobi

02/2011 to 12/2012

REFERENCES

- To be provided upon request.