



RESUME

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Career Objective:

To serve an esteemed organization holding responsible position with an unrestrained vertical growth, ensuring credible performance that leads the reputation on a high pedestal.

Professional Profile Highlights:

Professional with 10+ years of experience in the areas of Administration, Warehousing/Stores Operation, Procurement, Vendor Development, Cost Reduction, Negotiations, Rate Analysis, Inventory Control, Assets Management, Logistics, Scrap Management, Custom Affairs, Facility Management, Liaison and adept in managing commercial operation, maintaining inventory levels for smooth running of sites. Proficient in coordinating with management, sites, vendors and other departments. Problem solving skills, strong ability to manage multiple tasks and priorities.

Exposure in Systems:

- **Operating systems** : Windows 11 Pro for Workstations
- **Packages** : Functional Skills on ORACLE (Fusion, Ebs, JD Edwards) & SAP
- **Key Skills** : Preparing Presentations & Expertise in Excel and Power BI

Professional Experience Profile:

Barari Natural Resources: Warehouse Executive, Nov 2020 to Present

- Planning, Organizing and controlling of warehouse & sites store operation.
- Monitoring Receiving, Put Away, Material Handling Equipment, Picking, Packing and Shipping/Distribution operation by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Maintaining physical condition of warehouse by planning and implementing new design layouts, inspecting equipment, issuing work orders for repair and requisitions for replacement.
- Control inventory levels by conducting physical counts, reconciling with data storage system.
- Safeguards warehouse operations and contents by establishing and monitoring safety & security procedures and protocols.
- Comply with relevant HSE policies, procedures & controls and applicable legislation and sustainability guidelines in line with international standards and best practices.
- Monitoring all warehouse/stores activities like Receipt of incoming goods, physical inspection, preparation of GRN, material Issuance, RGP/NRGP, material handling & storage & preservation, identification of material and stock counts etc.
- Monitoring & verification of all sites store reports and furnishing MIS.

- Planning, managing and evaluating logistics operations liaising with internal stakeholders, suppliers, logistics providers, transportation companies and customers.
- Delivering solutions for logistics problems while maintaining high levels of quality and service within budgetary requirements.
- Monitoring quality, quantity, delivery times, and transport costs
- Negotiation & finalization of rates contracts with transports and logistics providers
- Recommend optimal transport modes, routes or frequency
- Motivate, organize and encourage teamwork within the workplace
- Maintaining key relationships with service providers

Saif Bin Darwish L.L.C: Senior Storekeeper, Aug 2016 to Oct 2020

- Planning, Organizing and controlling of entire stores operation including CIVIL and MEP items at central & sites stores.
- Responsible for complete storage and distribution of material of central store & sites stores as well as book keeping of accounts and financial control of the department's budget.
- Managing & controlling all store activities like Receipt of incoming goods, inspection of all receipts, preparation of MRV, material Issue, RGP/NRGP, material handling & storage & preservation, identification of material, store accounting stock-taking and physical verification etc.
- Allocates resources and organizes processes within area of responsibility to drive efficiency and productivity in a variety of situations.
- Managing safe operation, right way for offloading, loading, shifting with right equipment's, stacking, fuel storage, steel yard, scaffolding/formwork yard and labour handling with effective material handler who are trained and excellent
- Expedite the material deliveries of released orders according to predetermined site schedules and priorities.
- Implementation of fuel handling system, dispensing and storage is done in a safe and proper manner in accordance with the procedure.
- Monitoring safe custody storage and preservation according to MSDS and Hazardous materials segregating and storing in the separate store house with proper safety precaution and safety appliances.
- Inventory control based on ABC, XYZ, FSN, VED, SOS, HML analyses
- Monitoring stock levels of materials (minimum, maximum, average, danger, reorder level)
- Implement the proper pricing methods for an issue of materials in to sites/user department.
- Monitoring monthly/quarterly/yearly physical stock reports of central store and all sites stores and furnishing MIS.
- Managing & controlling proper assets /tools distribution system at all site stores.
- Coordination & work with a variety of different departments to maintain the effective operation of the store.
- Managing barge operation safe with proper manners with right way for loading and offloading, shifting with right equipment's and handling with effective material handlers who are trained and excellent.
- Monitoring loading/offloading of supply vessels with safe, efficient & professional manners and be on deck when such major operations are taking place.
- Responsible to hire vehicle to transport the material from vendors.
- Negotiate freight with transporter and release service agreements.

Professional Qualification:

- Diploma in Material Management from HIMS International - Buea, Cameroon
- Certification in Warehouse & Inventory Management – Dubai, UAE

Academic Qualification:

- Graduation (B.Sc.) from University of Buea, Oct 2013 to Jul 2016
- GCE Advanced Level, CGCE Board Cameroon, Sep 2011 to Jul 2013
- GCE Ordinary Level, CGCE Board Cameroon, Sep 2005 to Jul 2011

Skills:

- Distribution management
- Inventory management
- Planning
- Leadership
- Materials management
- ERP Oracle
- Problem solving
- Flexibility
- Interpersonal communication

Computer Knowledge:

Microsoft office, Oracle, SAP, Tally, Power BI

Hobbies: : Listening music, driving and to work with creative works.

Expected CTC : Negotiable

Personal Information

Father's Name : Mesembe Moses

Mother's Name : Fotabong Florence

Date of Birth : 03-Dec-1994

Languages Known : English, French, Arabic (Basic)

Gender : Male

Marital Status : Single

Nationality : Cameroonian

Strengths : Co-operative, Smart Worker, Sincere, Ever willing to learn and committed towards the work, Keen to work with team