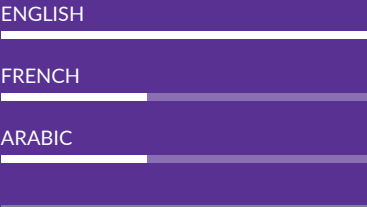




ABOUT ME

Highly smart, efficient, Storekeeper with vast expertise in optimizing Facility Managements inventory systems, resulting in a 30% reduction in overstock and a 15% drop in shortages, as well as a 20% boost in inventory accuracy. Demonstrated skill in developing effective training programs, resulting in a 25% increase in team efficiency and a considerable decrease in handling errors. Proven ability to improve operating operations through strategic clearance initiatives, supplier collaboration, and technology adoption, resulting in faster order fulfillment, higher customer satisfaction, and rigorous health and safety compliance.

LANGUAGES



DRIVING LICENSE

Driving license category
B

JEROME ASHU
DIBA

STOREKEEPER

Tourist Club Area, Abu Dhabi , 00000, United Arab Emirates

+971 582709365

jeromeashudiba@gmail.com

WORK EXPERIENCE

INSPIRE
INTEGRATED
FACILITY
MANAGEMENT (IFM
)
Abu Dhabi
2018 - 2025

- Storekeeper**
- Restock supply stocks in accordance with the company's defined protocols.
 - Maintain a tidy, hygienic, and secure workplace in accordance with legal requirements.
 - Ensuring the secure storage of resources in terms of both quantity and quality, as well as keeping accurate records.
 - Verifying that every delivered item has been thoroughly examined, tallied, and signed as received before placing it on racks or shelves with thoughtful labeling to make identification easier.
 - Processing of System/SAP software Timely goods received (GR) in accordance with delivery notes (DN) quantities and purchase orders (POs), as this will avoid delay in vendors payments and also avoid delay in delivery by vendors.
 - To avoid customer complaints, deliver goods to the operating team according to each individual reservation number or, if necessary, obtain the necessary senior management authorizations in case of an emergency or system failure.
 - Responsible for the System-wise processing of timely Good Issuance (GI) allows the operational manager to simply measure the operation's Key Performance Indicator (KPI) on a monthly basis.
 - Expediting stock transfer orders (STOs) between plants and storage facilities in accordance with corporate standards, particularly in the event of an emergency or as a means of lowering the overall inventory/stock level within the organization, with managers' consent.
 - Interceeding between Procurement / inventory team and Operatioon team in the extenrtion and creations of new material codes catigoritically to facilitate the smooth procuring of materials as per Inventory team and company's Policy.
 - Cross-verify the monthly report at the end of each month.
 - Make sure that the first in, first out (FIFO) strategy is used when storing products as it minimizes spoilage, streamlines procedures, and makes the most of warehouse space.
 - keeping the operation personnel informed about the current stock list at all times so they can understand what is also available in the store or stores and avoid inconsistent PRF productions. .

KHIDMAH TOTAL
FACILITY
MANAGEMENT
Alain_ Abu Dhabi_
UAE
2014 - 2018

- Warehouse Storekeeper**
- Ensuring safe keeping both as to quality and quantity of materials and maintaining proper records.
 - Report damaged inventories for record-keeping and reimbursement.
 - Rotate stock and dispose of surplus and expired quantities as per company safety rules and regulations.
 - Ensure proper completion of documentation to place an order and make a purchase.
 - Cross-verify the monthly report at the end of each month to ensure that, the reports have been update accurately as per inventory policies.
 - Ensure storage of goods follow the first in first out (FIFO) method

EDUCATION

ASCENCIA BUSINESS
SCHOOL
Paris _ France
2023

MBA

A Master of Business Administration (MBA) is one of the most popular and prestigious graduate degrees in business. It is intended for professionals seeking to advance their careers and improve their leadership and management abilities. Online MBA programs have risen in prominence in recent years, offering students with the flexibility to pursue a degree while managing job and home commitments.

CLSCMP IN LEARNER
POINT
Dubai _ UAE
2020

Some College (no degree)

GBTTC_ KUMBA (GOVERNMENT
BILINGUAL
TEACHERS
TRAINING COLLEGE
KUMBA
Kumba _ Cameroon)
2010

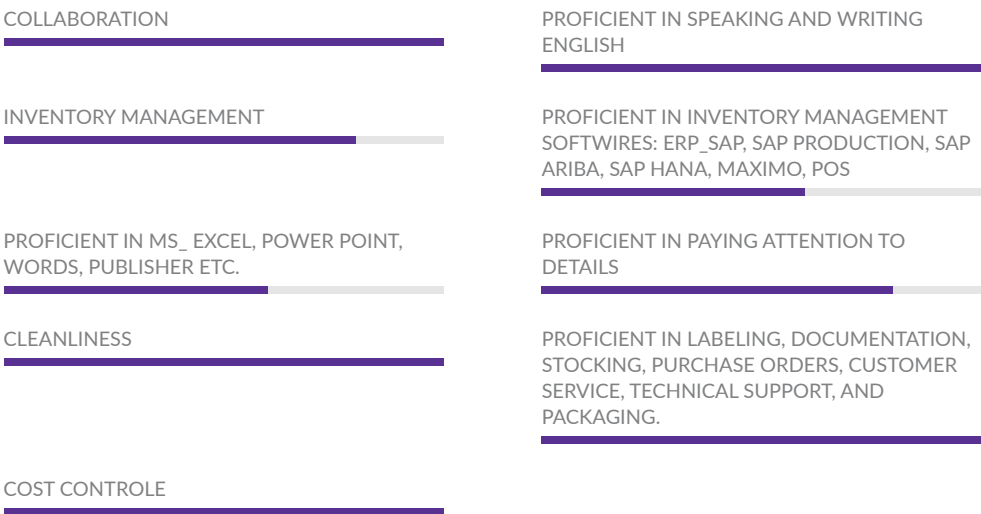
Undergraduate

In depth Acguisition of Pedagogy and Administration skills in the art and scinces of teaching and administration, hence, leading me to understand that, Teaching is teaching only when Learning most has taken place, and for proper Learning to take place excelent Class room controle and discipline has to be put in place.

(MINTECLC)_
MODERN
INFORMATION
TECHNOLOGY
LITERACY CENTRE
Kumba _ Cameroon
2008

Higher National Diploma

SKILLS



HOBBIES

READING FOR RESEARCH PURPOSE, SUCCORING, SINGING, DANCING.