



BRIAN MAIGACHO

Receiving clerk/storekeeper

A dedicated and detail oriented storekeeper and receiving clerk with a proven track record of efficiently managing inventory and ensuring accurate product handling.

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WORK EXPERIENCE

Storekeeper/receiving clerk

Best Western Plus Westlands | March 2023-Aug 2024

- Take delivery of all incoming materials and reconcile with purchase order.
- Track, document, and resolve any discrepancies on received orders.
- Ensure accuracy of the facility's inventory system by updating physical inventory totals, receipts, adjustments, and returns.
- Responsible for stock rotation.

Receiving clerk

Best Western Plus Meridian | Nov 2022-May 2023

- Assessing incoming products to ensure they meet quality standards.
- Create and process outlet requisitions and transfers generated in Micros.
- Ensuring proper storage conditions and handling of products.
- Preparing financial documents such as invoices to accounts payables.
- Managing supplier relationships and performance.

SKILLS

Analytical skills

Negotiation skills

Collaborative teamwork

Decision making skills

Critical Thinking

Communication skills

EDUCATION

BProcurement & Supply Chain Management

Egerton University | 2018-2022

- Studied procurement process, Storage and handling, Logistics efficiencies and management skills
- Worked with many organizations on sustainable procurement practices.

Certificate in Ethical hacking

Cyber Shujaa | 2024

- GPA: PASS
- Participated on challenges and rooms in Tryhackme and hackthebox

INTERESTS

Hiking

Networking

Volunteer Work

Data analysis

Technology exploration

Football

AWARDS

- Runners up employee of the month at Best Western Plus Meridian for the month of January 2023