



VERONICA KYALO

Warehouse Assistant

✉ Vkaluki26@gmail.com

☎ +971527092210

Dedicated and highly organized Warehouse Associate with over 5 years of experience in efficiently managing inventory, shipping, and receiving processes in fast-paced warehouse environments. Strong communicator with a keen attention to detail, excellent organizational skills, and a commitment to upholding high standards of safety and quality control.

Experience

WAREHOUSE ASSISTANT - TILES & CARPET LIMITED

AUG 2022 - OCT 2024

NAIROBI - KENYA

- Store products in designated locations within the warehouse and maintain an organized storage system for easy retrieval.
- Package items securely and ensure they are properly labeled for shipment. Use appropriate materials to prevent damage during transit.
- Maintain accurate records of shipments and receipts, ensuring all orders are logged correctly in the system.
- Adhere to all health and safety regulations, ensuring a safe work environment. Participate in safety training and maintain a clean warehouse to reduce the risk of accidents

WAREHOUSE ASSISTANT - WELLS FARGO WAREHOUSES

APR 2018 - JUN 2022

NAIROBI- KENYA

- Work closely with other warehouse staff, supervisors, and managers to meet daily targets and resolve operational issues.
- Maintain a clean and organized workspace, including aisles, storage areas, and loading docks.
- Follow First-In-First-Out (FIFO) or other stock rotation methods to ensure products are used or shipped before expiration dates or shelf life limitations.
- Retrieve items from shelves based on customer orders, following proper order picking protocols to ensure accuracy and efficiency.
- Monitor inventory levels and ensure products are restocked to avoid shortages and prevent overstocking.

Education

• Diploma in Quantity Surveying

SEP 2014- NOV 2017

• Certificate in Information and Communication Technology

JAN 2014- APR 2014

Skills

- Computer Literate
- Physical stamina
- Team - oriented

- Communication Skills
- Health and safety
- Cross - docking

Referees:

Available on request