

**WYCLIFFE
MAYOGI
MISIANI**

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With the enclosed resume, I would like to express and highlight my extensive experience and knowledge in the Warehouse business. As a skilled, self-directed, and reliable professional with experience performing a range of general warehouse operations while ensuring compliance to regulations and guidelines, I possess the knowledge and experience to allow me to contribute toward the success of your company.

My background includes successfully receiving shipments, unloading goods, verifying invoices, and stocking items while working collaboratively with peers and management to maximize productivity and efficiency.

Through my experience, I have become highly skilled at adhering to warehouse goals and requirements while facilitating streamlined operations.

The following achievements demonstrate my qualification for this position:

Loading and unloading freight safely and efficiently by using various heavy machinery such as forklifts, pallet jacks, and other operating equipment.

Evaluating inbound and outgoing product shipments to ensure quality control and accuracy.

Demonstrating superior interpersonal, organization, and time management abilities.

Earning a reputation as an excellent team player and leader; regularly selected to train and mentor new hires.

My proven ability to optimize warehouse operations and team success, along with my solid skills in communication and problem solving, will contribute immensely to the success of the Company. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Wycliffe Mayogi Misioni



WYCLIFFE MAYOGI MISIANI

CONTACT

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3071-40200, Kisii, Kenya

SUMMARY

I'm a self starter with strong interpersonal skills. A highly Motivated warehouse Operative with 6+ years of experience in heavy lifting, packing, labeling, palletizing and Skilled in managing inventory. Experience working in both team environments and independently to meet and exceed deadlines. Quick learner with excellent attention to detail and a can-do attitude.

EXPERIENCE

Mitchell Cotts Group Of Companies

12/2019 - 11/2022

Warehouse Associate

- Loaded and unloaded clutter trucks in a fast-paced warehouse setting.
- Moved, wrapped and palletized customer items leading to an increase in productivity.
- Scanned and organized customer items with high precision and accuracy thus leading to reduction of errors.
- Completed other Warehouse projects in a timely and efficient manner.

United Warehouse LTD

06/2016 - 09/2019

Inventory Control Specialist

- Managed inventory of warehouse products and supplies.
- Maintained accurate inventory records resulting in a 10% reduction in product loss.
- Developed and implemented an inventory tracking system resulting in a 25% increase in efficiency.
- Coordinated with warehouse staff to ensure timely and accurate product delivery that enabled a better and improved customer satisfaction.

Bollere' Transport and Logistics

02/2013 - 04/2016

Lead Shipping And Receiving Associate

- Successfully verified all incoming material before being stocked.
- Received incoming shipments including unloading, counting and sorting of goods.
- Build a manageable and cohesive sized inventory to maintain daily needs for operations.
- Shipped and received all merchandise including proper placement for easy retrieval.
- Made sure received materials were stored properly and we're free from hazard.
- Served as a catalyst and performance driver accountable for the day to day management of materials from ordering to delivery.
- Assisted team with daily shipping and receiving.
- Inspected merchandise before being shipped to ensure they were not damaged .
- Established constant communication with the shipping crew and made sure that materials arrived at their final destination safe and sound.

SKILLS

Inventory Management

Leadership

Microsoft office

Health and safety

Safety training

Stock picking

Pivot tables

Material Handling

Quality control

Supply ordering

Physical Stamina and endurance

Organizational skills

Inventory Control and Tracking

Cycle Counts

Complex Problem-Solving

Operations Support

Order Fulfillment

LANGUAGES

English-Proficiency

Swahili-Proficiency

PERSONAL DETAILS

Nationality : Kenyan

Passport : Valid Kenyan passport

Basil Hardware and Distributors

10/2011 - 12/2012

Picker And Packer

- Selected products and items from shelves and pallets for customer orders.
- Picked up heavy objects using proper lifting techniques to avoid personal injuries.
- Pulled and packed product using various tools and equipment to meet order goals.
- Confirmed items picked for orders by keying codes into system.
- Kept products separated,organized and in good rotation to meet customer order specifications.
- Monitored product quality,reporting problems to mitigate safety issues and improve processes.
- Labeled boxes and placed in outbound collection areas.
- Completed shipping paperwork,attached appropriate labels and scanned barcodes for tracking.
- Packaged fragile items with protective padding to prevent damages during shipments.



EDUCATION

St Ann's college

2010

Internet and core computing Certificate
Credit-Diploma

St Kizito Nyansiongo Boys High School

2004-2007

High School diploma



STRENGTHS

- Attention to detail;
Consistently maintained inventory accuracy within 99% by carefully reviewing work and double-checking inventory.
- Time Management;
Completed projects effectively and efficiently by prioritizing tasks and managing time appropriately.
- Adaptability;
Successfully adapted to new and changing job tasks in a fast-paced retail and warehouse environment.
- Efficient Organizer;
Improved warehouse organization system, reducing item search time by 20%.
- Detail-Oriented;
Maintained accurate inventory records with less than 1% error rate.



ACHIEVEMENTS

- Successfully organized inventory system for a charity toy drive event, resulting in successful donation distribution to over 500 children.
- Inventory Accuracy;
Maintained a huge volume of inventory records for over 10,000 items



COUNTRY

Kenya

