



Dawson Ngandu
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OBJECTIVE

Dependable housekeeper committed to ensuring cleanliness and maintenance of facilities and rooms. Proficient in efficiently preparing rooms for guests, managing laundry, and supervising grounds for general repairs. Positive and energetic professional adept at working with minimal supervision.

EXPERIENCE

April 2018 - July 2024

Assistant Manager

Community technology development organisation

- Ensure effective and timely stock management to uphold inventory levels.
- Monitor stock replenishment and optimize availability to satisfy customer demand.
- Work collaboratively with suppliers and warehouse teams to manage deliveries and inventory flow.
- Oversee the order fulfillment process, ensuring timely processing and delivery of all orders.
- Analyze sales data to identify trends and align inventory levels with demand forecasts.
- Implement strategies to enhance order accuracy and speed of fulfillment.
- Lead and oversee the MFC team, including recruitment, training, and performance assessments.
- Allocate resources and develop shift schedules to fulfill operational requirements.
- Cultivate a positive work environment that emphasizes teamwork, productivity, and staff development.
- Streamline operational processes to boost efficiency and minimize errors.
- Ensure compliance with health and safety standards and adherence to company policies.
- Coordinate product updates, pricing adjustments, and promotional strategies within the MFC.
- Evaluate promotional effectiveness and collaborate with marketing and sales teams to drive revenue.
- Ensure product listings are current and pricing remains competitive in the marketplace.
- Collaborate with support functions including supply chain, logistics, customer service, and IT to ensure seamless operations.
- Provide regular updates on MFC performance, inventory levels, and operational challenges.
- Communicate effectively with management regarding stock issues, process improvements, and staffing requirements.

SKILLS

- °Proven experience in warehouse management, retail, or fulfilment operations. °Strong leadership and staff management skills. °Excellent organizational and problem-solving abilities. °Proficiency in inventory management software and Microsoft Office tools. °Ability to work in a fast-paced, dynamic environment. °Strong communication and coordination skills. °Ability to collaborate with and engage teams from diverse cultures. °Quality-oriented with attention to detail. °High performance standards. °Capable of multitasking and meeting deadlines °Technical proficiency in relevant software.

EDUCATION

- **Bindura University of Science Education**
Bachelor of Business Studies in Human ResourcesManagement

REFERENCE

- Available upon request -