+974 72018995: osioreal97@gmail.com:: osieze2000@yahoo.com

 Ositadimma Celestine

Zone 45, Street 860, Building 32, Ogba bin Nafie, Doha, Qatar

Work history

**STORE OFFICER –** 10thJanuary,2010 to 6th March,2015

**Loral International School**  Agbara

* Maintaining a clean, organized, and safe working environment in accordance with government regulations.
* Supervising other staff members and maintaining a record of sales.
* Receiving, loading, and shelving all supplies.
* Performing stock-related tasks such as returning, packaging, labeling, and pricing goods.
* Inspecting deliveries for discrepancies or damage.
* Reporting damaged inventories for record-keeping and reimbursement.
* Rotating stock and disposing of surplus and expired quantities.
* Ensuring organized allocation of inventory placed in the warehouse and store.
* Cross-verifying the monthly report at the end of each month.
* Ensuring proper completion of documentation to place an order and make a purchase.

Education

Bachelor of Engineering:

Electronic Engineering ……………. July 2007

University of Nigeria, Nsukka.

Summary

**Highly experienced Storekeeper with an excellent track record of managing inventory and supply chain operation. Possesses excellent problem-solving skills and the ability to manage complex inventory systems.**

**Skills**

* **Inventory Management proficiency**
* **Communication skill**
* **Computer skill**
* **Ability to lift heavy objects**
* **Interpersonal skills**
* **Data entry skill**
* **Stress Management skill**