

RESUME

KAMENI KAMENI ARMAND

MOBILE : 33557957 EMAIL: (kameniarmand3@gmail.com)

ADDRESS: Najma

DATE OF BIRTH: 13 /September 1991

MARITAL STATUS: Married

NATIONALITY: Cameroon



OBJECTIVE:

With more than 5 years experiences, I am seeking for a responsible and challenging position in a reputable organization where I can contribute my acquired knowledge and experience as well as my personal skills in **Cargo & logistics**.

SKILLS AND SPECIFICATION

- Good knowledge in customer service
- Ability to give report of the day activities.
- Very good knowledge in shipping and transport management
- Ability to maintain a smiling face even when things are out of place.
- Good in Microsoft excel and words.
- Always willing to spend extra time to complete assigned work.

WORK EXPERIENCE

Almana interior (the one) from September 2018 Till now

Logistic coordinator to supervisor

- Responsible for all paperwork associated with the city operation to ensure it is handled timely and accurately by all drivers and clerks.
- Managed delivery team to ensure timely and accurate customer deliveries and maintain positive customer relationships, resolve customer issues.
- Oversee daily activities of delivery team and provide direction and guidance as needed.
- Making sure that the products are properly packed in good condition to avoid any damages during transportation and performing daily scanning items before dispatching.
- Liasion between distribution, warehouse, sales managements and sales teams.
- Ensure adherence to delivery standards, efficiencies and regulatory requirements.
- Communicate directly with customers for special handling requests, issue escalations and resolution.
- Performing daily report before closing the day

Warehouse Assistant (from June 2016 till August 2018)

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, deliver)
- Receive and process warehouse stock products (pick, load ,unload, ,label, store)
- Taking pictures and reporting the damaged items to my team leader or supervisor
- Collect and send invoices to appropriate department
- Keep a clean and safe working environment and optimise space utilisation
- Communicate and cooperate with supervisors and coworkers
- Follow quality service standards and comply with procedures, rules and regulations
- Responsible for organization of property maintenance and cleanliness

Cameroon Airlines (Camair -co) from (2013 to 2015) **PO BOX 7281 Douala Cameroon TEL ..+237697484153** **Cargo & logistics Supervisor**

- In charge of European and Africans flights Sector, operated truck to complete unloading offloading operations.
- Daily accepting handover documents of new arrival shipment from head office and update them in the system.
- Monitoring and supplies all equipments needed for daily operations.
- Delivery of cargo and mails to appropriate aircraft as necessary.
- Properly label all cargo for shipping and make sure that they are complying by all safety procedures.
- Escorting valuable cargo, mails, and other vulnerable documents for delivery.
- Scanning air waybill for accepting cargo.
- Determined method of shipping, prepared bills of lading, invoices, and other shipping documents.
- Doing monthly inventory in the warehouse.
- Preparing monthly schedule for my team.

EDUCATION AND CERTIFICATES

- June 2013 Completing high Certificate in **Shipping and transport** obtained.
- Avril 2014 Completing higher Diploma in Cambridge International college in **((logistic, Shipping and Transport Management)**
- August 2021 Certificate in Supply Chain Management obtained at ICON Training Center in Doha Qatar.
- Qatar Driving Licence

LANGUAGES

- **English speaking and writing.**
- **French Speaking and writing**