**CURRICULUM VITAE**

**NAME : GEORGE GITAU KAMAMI**

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**PERSONAL DETAILS:**

GENDER : MALE

NATIONALITY : KENYAN

LANGUAGES : ENGLISH, KISWAHILI

RELIGION : CHRISTIAN

DATE OF BIRTH : 31ST JULY 1985

MARITAL STATUS : SINGLE

PROFFESSION : STOREKEEPER

**PERSONAL OBJECTIVE:**

To work in a dynamic and challenging environment in order to help the organization achieve its objectives and goals.

**SKILLS:**

* Proficiency in inventory management.
* Excellent knowledge of Warehouse Management Systems (W.M.S) and Microsoft Excel, Word and Access.
* Able to work in shifts.
* Good in data entry with an eye to details.
* Good team player and having good interpersonal skills.
* Excellent communication and writing skills.
* Ability to lift up 50lbs.
* Responsible for any other duties as assigned.

**PERSONAL PROFILE:**

With over 5years solid experience as a Store keeper, along with strong customer service, strict detail and quality standards, interpersonal and organizational skills. Now seeking to respond to continuously growing challenges in the international market and contribute to effective, efficient management of your organization

**CAPABILITIES:**

Ability to work, adjust and cooperate with new team and learn quick.

I am a person of high integrity, result oriented and ability to work with minimum supervision.

I have the ability to work under pressure and meet strict deadlines.

I have excellent communication skills.

**WORK EXPERIENCE:**

**SARA TRIDENT EMIRATES L.L.C.**

**DUBAI - UAE**

July 2015 – Dec 2018.

Position – Store keeper.

Where I undertook duties such as

* Receive and forward all goods and deliveries in and out of the Store to the correct point of contact/storage area.
* Able to follow standards for issuing and receiving stock within the store's area of operation.
* Monitor and take inventory on regular basis to compile orders based on par levels or needs.
* Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
* Ensure the quantity requested and the quantity issued always matches.
* Perform physical stock count and any differences between the manual count and MMS software have to be investigated and the information to be given to the Finance Department.
* Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
* Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
* Refuse acceptance of damaged, unacceptable, or incorrect items.
* Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
* Perform any other duties as assigned by the management or supervisors.

**AGILITY GLOBAL LOGISTICS - JEBEL ALI FREE ZONE**

**DUBAI - UAE**

January 2012 – December 2014.

Position – Warehouse Receiver.

Where I undertook duties such as

* Responsible for entering stock received in the WMS Systems by RF scanning to ensure accuracy and productivity are optimized.
* Accurately counting the products and checking the products for any damages.
* Counter checking the products against the A.S.N. to ensure the correct quality, colors and sizes are received.
* Placing identification labels on the received items to ensure smooth put away.
* Operating all material handling equipment (M.H.E)

observing all safety and health standards and procedures.

* Ensure standard procedures are followed for accurate inventory update and put away of stock for the smooth flow of work.
* Maintain occupational health and safety standards within the warehouse.
* Maintaining general cleanings of the warehouse.
* Loading and unloading of goods.
* Segregating and sorting products in the warehouse.
* Perform any other duties as assigned by the management or supervisors.

**EDUCATION BACKGROUND:**

JANUARY 2006-AUGUST 2007 KENYATTA UNIVERSITY.

Diploma in computer science.

MAY 2003 – NOVEMBER 2004 GITHIGA HIGH SCHOOL

Kenya certificate of secondary education.

FEBRUARY 1999 – NOV 2002 CHANIA BOYS HIGH SCHOOL

JANUARY 1991 – NOV 1998 GATUMA-INI PRIMARY SCHOOL

Kenya certificate of primary education.

**ADDITIONAL SKILLS:**

* M.H.E. Operator
* Proficiency in MS Office
* Driving.
* First Aid.

**INTERESTS:**

* Making friends.
* Traveling.
* Adventure.

**REFEREES:**

To be availed upon request.