

# ERICK OMONDI ODOTE

Dynamic team player with strong analytical skills, possessing eight years of inventory control/ stores management. Results oriented with a proven track record of optimizing inventory levels and reducing curring costs. Skilled in utilizing managent software to improve store accuracy and overall inventory efficiency.

## Work Experience

### ARTAN HOLDINGS ( MIRAGE INTERNATIONAL PROPERTY CONSULTANTS) | Doha, Qatar

#### STOREKEEPER/ INVENTORY MANAGEMENT/ ASSET MANAGEMENT (M.E.P & HVAC)

Jul.2022 - Present

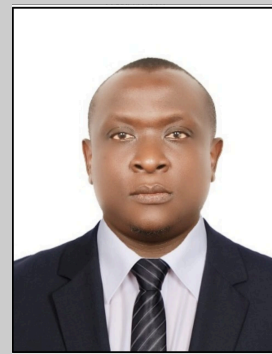
- Monitoring Invetory level and replenishing stock as required.
- Developing and implementing inventory control system and procedures.
- Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging and processing.
- Forecasting supply and demand requirements to ensure stock availability.
- Tracking inbound and outbound orders to prevent overstocking and out of order stock.
- Performing regular stock checks and reporting any issues to the supervisor.
- Maintaining and updating records of purchase orders and inventory records.

### QD - CPC INDUSTRIES - PREMCO READY MIX | Mesaieed, Doha Qatar

#### STOREKEEPER / MATERIAL COORDINATOR ( General Vehicles & Batching plant spare parts)

Jan.2021 - Jun.2022

- Replenishing stock inventories following established company guidelines
- Maintaining a clean,organised and a safe working environment
- Managing the store layout
- Receiving,loading and shelving all supplies
- Performing stock-related tasks such as tagging and labelling.
- Inspecting deliveries for discrepancies or damage



#### Email

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#### Phone

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#### Address

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Qatar

## Skills

- Communication and collaboration Skills
- Data Entry Skills
- Attention to detail
- Labelling, Stocking and Packing
- Documentation and technical skills
- Purchase Orders
- Customer Service
- Invoicing and inventory management
- MS Office

## Languages

ENGLISH



SWAHILI



- Rotating stocks and disposing of surplus and expired quantities
- Ensuring organised allocation of inventory placed in the store
- Cross verifying the monthly reports at the end of each month
- Ensuring proper completion of documentation to place an order.

## ○ **XTRAMIX CONCRETE SOLUTIONS - XTRAMIX GROUP** **| Doha, Qatar**

### **STOREKEEPER (General Vehicles & batching plant spare parts)**

Aug.2019 - Jan.2021

- Maintaining accurate records of all the inventory items,including motor vehicle parts,batching materials and supplies
- Managing the receiving of incoming materials and supplies,inspecting them for quality and accuracy against purchase orders
- Ensuring proper documentation of received spare parts and materials invoices
- Organising and storing of spare parts and materials in a systematic manner to facilitate easy access and inventory controls
- Implementing best practises for inventory management,including proper labelling and shelving
- Preparation and issuing materials and supplies to various departments as requested,ensuring timely delivery to support operations

## ○ **BOOST GENERAL INVESTMENTS LTD | Nairobi, Kenya**

### **ACCOUNTS ASSISTANT (General Supplies)**

Feb.2008 - Jun.2018

- Processing, posting and submission of monthly statutory deductions.
- Maintaining the debtors and creditors register.
- Updating the bank book register.
- Verification and posting of credit invoices.
- Maintenance of both creditors and debtors account.
- Raising payment vouchers for authorization and approval for payment.
- Assising the chief accountant and financial controller on the preparations of annual financial statements.
- Collecting and banking of daily sales.
- Reconciliation of the bank statements.
- Recording and receipting transactions.
- Updating invoice variances therefore.
- Vote book control and proficiency in Visa and Mastercard transactions.

## **Education**

- KABARAK UNIVERSITY | Eldoret Kenya**  
**, Bachelor's Degree in Human Resource Management**  
May.2003 - Dec.2006
- GLOBAL SCHOOL OF ADVANCED TRAINING | Kisumu Kenya**  
**, Certificate In Computer Packages**  
May.2008 - Aug.2008
- kenya College of Accountancy University | Kenya**  
**, Accounting Technician certificate**  
Mar.2004 - Dec.2004
- ICON TRAINING INSTITUTE | Qatar**  
**Managing Safely , IOSH**  
Feb.2022 - Aug.2022
- ICON TRAINING INSTITUTE | Qatar**  
**Construction Industry Standards - 30 Hrs , OSHA**  
Jan.2022 - Apr.2022
- ICON TRAINING INSTITUTE | Qatar**  
**LEVEL 6 , LOGISTICS AND SUPPLY CHAIN MANAGEMENT**  
Apr.2024 - Present

## Licences and Certifications

- Fire Safety and First Aid.
- Qatar Driving Licence - Light Vehicle Manual Transmission.

## Declaration

- I hereby declare that the details above are true to the best of my knowledge and understanding.

