



SUPPLANTER JAMES

OBJECTIVE

To strive for excellence and precision at all times, in all positions and circumstances, so as to improve organizational objectives and achieve managerial goals.

PROFILE

+971552361601

Al Nahda, Dubai

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SKILLS

- Teamwork
- Coordination
- Organization
- Planning
- Time management
- Reporting skills
- Inventory control
- Documentation skills
- Equipment maintenance
- Data entry skills
- Dependability
- Having physical stamina

HOBBIES

- Swimming
- Watching Football
- Cycling
- Self-Development (Creativity)
- Traveling

JOB EXPERIENCE

2021-Till Date

Ben's Farm- Dubai, United Arab Emirates

F&B Warehouse Associate

- Accurately and efficiently performed primary job functions determined by work assignment
- Selected orders in a accurately and timely manner
- Loaded trucks for outbound orders
- Managed inventory within the warehouse by completing physical tasks
- Understood basic produce storage and handling requirements
- Completed inventory paperwork for inbound receiving
- Operated equipment in a safely manner while adhering to food safety policies

2018- 2021

Pimo Services Limited- Nigeria

GraduateTrainee/Rigger (TRS)/ Logistics and Office Operation

- Developed and updated logistics management plan based on the approved project phasing and packaging strategy
- Provided a variety of clerical, administrative and technical duties in support of logistic operation.
- Developed as well as managed materials planning function for the product of the organization
- Multi-task and prioritize day to day requirements for concurrent operations, ensuring uninterrupted support and excellent service for clients.
- Maintenance Management Office and expedite equipment through the maintenance cycle through close monitoring of reports and communication with several agencies.

2014 - 2015

**Industrial Training (I.T) Halliburton Energy Services
Warehouse Associate and Materials Handling Officer / First Aider**

- Developed and implemented various office policies to ensure smooth working.
- Designed procedures to maintain all office records and facilitated easy retention and transfer of all records when required.
- Administered all office services such as developing filing system and evaluated all supply requisitions.
- Performed necessary office repairs required in office and ensured a full stock of office supplies inventory.
- Prepared conference room for all high level conference and video calls and prepared purchase orders for supply.

2008 - 2012

**Halliburton Energy Services Nigeria, PHC
GB Trading/ WareHouse Assistant**

- Operate forklift, pallet mover, swing-reach truck, and picker to transport, stage, and store freight. Load and unload trucks, perform cycle counts, and utilize computer to track shipments and inventory.
- Coordinate warehouse operations to support internal and external customers; informally train new team members. Ensure compliance with environmental health, safety, and corporate regulations.
- Sustained zero safety hazards by proactively maintaining clean and organized warehouse environment.
- Achieved exceptional levels of customer satisfaction through timely, accurate processing and shipping of orders.

PROFESSIONAL CERTIFICATION

- Nigerian Institute of Safety Professional (HSE Level III)
- First Aid Training (SULAN SERVICES)
- Alcohol and Drug Training (SULAN SERVICES)
- Defensive Driving Training (SULAN SERVICES)
- Fire Fighting Training (SULAN SERVICES)
- Forklift Operators Safety Training (SULAN SERVICES)
- Electrical Installation Training (SULAN SERVICES)
- Leadership Training Certificate (OPM)
- Onshore/Offshore Rigging Safety (Federal Ministry of Labour and Productivity)
Trade Test
- Basic Food Hygiene

EDUCATION

2014 - 2016

Abia State Polytechnic, Aba, Abia State

Business Administration and management
Higher National Diploma (HND)

2011 - 2013

Covenant Polytechnic, Aba, Abia State

Business Administration and management
National Diploma (ND)