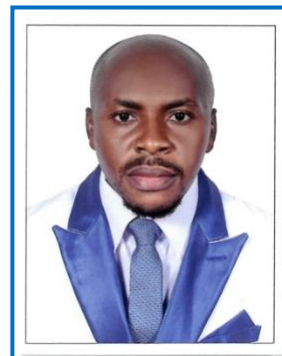# ONWUANISHA EMEKE

Dubai – U.A.E
Email : emekejonath@gmail.com
Tel.  056 855 2914
Visa Status : Freelance Visa.

## OBJECTIVE

Store keeper  with over two years of management experience in meeting organizational goals and objectives. Wide exposure in customer  Service, Inventory, Administration, and general management. Demonstrated success  with initiative and leadership skill, Motivated Self starter and team player.

## SKILLS

Excellent organizational skills, Strong Customer Relations/Services Skills, complex problem solving, inventory control , MS Office, World Excel, Power Point and Excellent Good Communication Skills.

## WORKING EXPERINCE

**STORE KEEPER**

**HOUSE OF FRASER YAS MALL  ABU-DHABI  DEC 2018- FEB 2021**

1. Maintain receipts, records, and withdrawals of the stockroom
2. Receive, unload , and  shelve supplies
3. Perform other stock-related duties, including returning, packing, pricing and labeling supplies
4. Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
5. Rotate stock and and coordinate the disposal  of surpluses
6. Ensure adequate record keeping and manage all documentation  to confirm proper stock levels and maintain inventory control.
7. Assist in attending to customers needs

**Sales / Sales Promotor**

**ZARA STORE  DUBAI MALL ( 2 MONTHS), AND ADIDAS  STORE  JUNE 2021 to JANUARY 2023**

1. Work with adidas staff teams to carry out daily task to achieve set target
2. Perform other stock- related duties such as packing, pricing, Labeling , clothes  hanging , scanning of items with bar-code scanner into the system, clothes tagging,  keep  work environment  clean and save
3. Assist customers with selection of  items  to meet their shopping needs
4. Checking items at the shopping floor for replenishment and also in the computer to know the available stocks  with sizes & quantity.

## ACADEMIC QUALIFICATION

- Higher National Diploma (HND) IN Chemical Engineering Lagos state polytechnic, lagos Nigeria
- Secondary school certificate from E.G.S  Delta state  Nigeria