



OVBOKHAN WISDOM EFIONAYI

Contact: +971 58 833 9255

Email: efionayiwisdom@gmail.com

Deira, Dubai – UAE

POST APPLIED FOR WAREHOUSE ASSISTANT

CAREER OBJECTIVES

A multi skilled hardworking and efficient Warehouse Assistant with a proven track record of ensuring the smooth functioning and running of all Warehouse concerning activities. Able to follow standard operating procedures and work in methodological and tidy manners.

Maintaining quality services by establishing and enforcing organization standards.

PERSONAL PROFILES

Date of Birth	:	22 May 1989
Gender	:	Male
Marital Status	:	Single
Nationality	:	Nigerian
ID Number	:	784-1989-1578401-5
Visa Status	:	Own Visa

LANGUAGES KNOWN

English (Reading, Writing, Speaking)

EDUCATIONAL QUALIFICATION

- High School

WORK EXPERIENCE

- ❖ 1 year – Warehouse Assistant – DHL, Lagos - Nigeria
- ❖ 1 year – Warehouse Assistant – KONGA MALL, Lagos - Nigeria

Responsibilities

- Greeting patrons, and if needed, confirming and taking reservations
- Escorting guests to tables
- Answering phone calls and giving basic information on reservations, availability, restaurant hours.
- Preparing for guests by cleaning and setting tables
- Setting up any seasonal decorations, candles, or table cloths
- Assisting guests by providing menus; keeping menus clean and presentable

- Serving water to guests and refilling beverage glasses as needed
- Placing and replacing silverware as needed
- Delivering beverages from the bartender
- Clearing table as guests complete their meals and preparing tables for next guests

PERSONAL SKILLS

- Customer Services
- Time Management
- Organization and Planning
- Flexibility
- Leadership
- Critical Thinking
- Dependability
- Hard Working
- Fast Response

COMPUTER SKILLS

- Advanced Microsoft Tools
- Microsoft Word
- Excel

REFERENCE

I hereby certify that all information I have given are true and correct to the best of my knowledge.