

Curriculum Vitae

PERSONAL DETAILS:

Name : Steve Idoko OJOGBANE
Number : 0559945196
E-mail : stevetugud@gmail.com
Nationality : Nigerian
Language : English
Visa Status : Residence Visa (NOC, Trade licence & labour card)
Address : Dubai, UAE



POSITION: WAREHOUSE ASSISTANT/GENERAL HELPER

OBJECTIVE

To obtain the General position within your company and provide excellent service. Able to work and be a part of your prestigious organization that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle warehouse tasks and also to handle logistics tasks to my best.

PERSONAL SKILLS

- ✓ Self-motivated and innovative team player with ability to work under minimum supervision
- ✓ A result oriented and responsible individual with ability to use intuition to solve complex problems for impossible results
- ✓ Flexible and punctual

ACADEMIC QUALIFICATION

- ✓ High school Certificate of Education

WORK EXPERIENCE

COMPANY: GO-NEAT NIGERIA LTD. NIGERIA
POSITION: STORE MANAGER
DURATION: 5 Years

RESPONSIBILITIES

- ✓ Assist the sales unit in the retail market activities
- ✓ Display merchandising and promotion of all products in the dealers showrooms
- ✓ Provide suggestive feedbacks to the department managers based from the customer's request, queries and suggestions to help increase sales profit
- ✓ Ascertain customers' needs and wants
- ✓ Recommend and display items that match customer needs
- ✓ Welcome and greet customers
- ✓ Check inventory records for accuracy
- ✓ Maintain standard displays of products

RESPONSIBILITIES

- Monitoring uploading and loading of luggage.
- Ensuring the maintenance of high standard of goods in the warehouse and store.
- Ensuring efficient transportation of goods.
- Monitoring the safe delivery of messages, mails or parcels to respective quarters.

COMPANY: OK FOODS NIGERIA LTD – NIGERIA
POSITION: STORE KEEPER
DURATION: 2 Years

RESPONSIBILITIES

- Stack and pile finished goods into containers.
- Prepare goods for shipment.
- Pack them following a specific set of instructions.
- Clean and prepare containers for packing.
- Check to ensure containers are damage free.
- Verify if items pulled out of package are correct.
- Maintain database of packages.
- Fill out forms and papers to record measurement, weight, and product count.
- Keep track of inventory.

RESPONSIBILITIES

- Assisted with administrative functions as needed.
- Carry supplies to work area.
- Load cans on to conveyor belts and remove scrap.
- Clean and maintain work areas.
- Assist with loading and unloading merchandise on trucks.
- Stocked supplies and assisted with inventory procedures.
- Helped in servicing vehicles and equipment.

SKILLS AND COMPETENCES

- Focused on client and customer services
- Hospitality management
- Good communication skills
- Efficient in time management
- Ability to build strong relationships with customers
- Can stay calm in a crisis situation
- Willing to work days, evening and weekends
- Team work
- Having an enthusiastic drive and a positive and can work under pressure
- Flexible to meet the demands of the business

LANGUAGES:

- English

REFERENCES

Available on request.

DECLARATION

I here by declaring that the above provided information is true and holding all certificates stated above and I promise to work hard to reach employers demands and satisfaction of the end users of the service.

STEVE IDOKO OJOGBANE