

MOSES OLALEKAN OLAWUNMI
TEL: +971559984326
Email: olekanmoses@gmail.com
Dubai, UAE



POSITION APPLYING FOR: Store Keeper/Supply Chain Officer/forklift operator

Career Objective

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where it is encourage and permitted to be an active participant and vital contribute on development of the company.

Work Experience

Tawam Hospital: Seha Al ain, UAE

2020 till date

Post: Store Keeper of Medical Consumables Item

Job Description

- Manage the Document regarding receiving from suppliers and also of Issuance to Departments.
- Manage the items on Proper location according to the define criteria keeping in view the safety and other parameters.
- Verifying the items as per purchase order and inspecting them to ensure that they comply with the specifications.
- Listing of any Discrepancy or Damaged Materials at time of Receiving.
- Manage Scrapping & Salvage Material
- Supervise the Tagging of Barcodes & Storing of Material.
- Identifying the Expired. Slow Moving and fast moving items & handing them as per the Policy and Procedures.
- Assisting in cycle and physical counting of material.
- Manage the Issuance and Dispatching of Material to Internal and External Locations including Overseas and other facilities on the base of requisition.
- Complying consistency with the facility Policies, Procedures and Practices.
- Maintain Regulatory Requirements as per Rules and Regulations.
- Maintain the stock level of all materials as per Min-Max Planning.
- Having Experience of Driving the Forklift to Manage Materials as per need.

ROYAL CATERING SERVICES LLC Mussafah, Abu Dhabi, UAE

2015-2020

Post: Store keeper

Job Responsibilities

- Rechecks food items, beverages, general supplies and operating equipment delivered from the Receiving Section to ensure conformance with quantity and quality specifications.
- Updates stock cards on all items in the store room, seeing to it that the prescribed par stock is maintained.

- Maintains an orderly and functional arrangement of all items in the store room.
- Inspects daily all fresh food items stored to determine possibilities of spoilage and segregate those for priority issuance.
- Marks prices on incoming goods according to the prices shown in the receiving report.
- Preparation of inventory of all items in the store room.
- Prepare purchase requests in the right time according to maximum & minimum stock level.
- Receive merchandise from receiving clerk ensuring that they are according to internal invoices and meeting quality standard.
- Prepare purchase follow-up on weekly basis.
- Review the lists of slow & dead items reporting it to store control and Department Head.
- Keep keys in a sealed envelope handing them to the Security Department against signature.
- Check the log book for opening the store after operation hours.
- Assure that all requisitions issued had been signed by the authorize person before issuing.
- Assure that all requisitions issued are signed by the storekeeper after delivery.
- Checking the fridge and freezer temperature.
- Clean the stores after issues directly.
- Check with the Chef the slow-moving items.
- Examining the returned empty bottles.
- Make sure that merchandises are issued on FIFO basis.
- Make sure that all transfers are signed and closed out by the Chef or authorized person.
- Having Good Interpersonal and Communication skills
- Computer Literate including Windows XP & MS Office.

Alibert Products Nigeria Limited

2010-2013

299, Ikorodu Road, Maryland, Lagos, Nigeria

Post: Forklift operator

Job Responsibilities

- Loading and unloading materials from a variety of vehicles.
- Moving pallet-packed materials around the site or storage facility.
- Checking loads are secure.
- Performing equipment checks and basic maintenance.
- Following written instructions and keeping records.
- Using jack trolley.

Skills and competencies

- Administrative duties.
- Stock management and delivery of products.
- Shipping and receiving practices.
- Communication skills and good spoken English.

- Good interpersonal skills and customer relations.
- Treating other colleagues with dignity and respect.
- Organized and methodical.
- Taking on board extra responsibility when necessary.
- Willing to work shifts on a rotating basis.

EDUCATION AND TRAINING

Olabisi Onabanjo University, Ago-Iwoye, Ogun State, Nigeria.	2013
West African Examination Council, Nigeria.	2002
High Class Comprehensive High School, Ikotun-Egbe, Lagos, Nigeria.	2004
Essential Food Safety Training Certificate and Food	2016
Syscom College of Information, Abu Dhabi.	

AWARD AND RECOGNITION

ROYAL CATERING SERVICES LLC	Sept 2017
Best Employee of the month	

REFEREE

Provided on request