

CHIEDOZIE O. DIBOR

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DUBAI

UNITED ARAB EMIRATES



PROFESSIONAL SUMMERY

Experience in Warehouse Activities. While using my strong background in safety, customer service, team building, warehouse planning, and process management I would like to gain new experience to work with a warehouse team. To effectively accomplish and maintain, all safety policies, accuracy, and productivity. While achieving all company goals, safely and efficiently.

PROFESSIONAL EXPERIENCE

October 2020 – Nov 2021 (CEVA LOGISTICS /AMAZONE (THROUGH INNOVATION GROUPOUTSORCE))

Dubai, UAE

Post: Warehouse Associate

Responsibilities:

- Rotating through all the tasks required in a particular production process.
- Reviewing work orders and blueprints to ensure work is performed according to specifications.
- Preserves safe and clean work environment by keeping shelves, pallet area, and workstations neat
- Checking trolley details for detail information
- Following 5S in all warehouse operation
- Packing of HRV items, Fracs and Trans shipment without errors
- Inbound/Outbound processing and sorting customer packages
- Handling of RF scanners in Inbound and Outbound operations
- Working in teams to meet end of shift deadlines
- Packing of items accordingly in the specified boxes and pouches
- Report damaged or missing inventory to superiors
- Duties included but not limited to scanning, picking, sorting, pallet wrapping and staging of pallets

April 2020 – September, 2020 (AT NOON (THROUGH WATERMELON OUTSOURCING AGENCY))

Dubai, UAE

Post: Warehouse Associate

Responsibilities:

- Move inventory and materials across facilities.

- Perform Manifest, PB, GB and HT, Picking, segregation of Shipments
- Process inventory for delivery.
- Sort, organize and store inventory in the proper location.
- Package items and label correctly.
- Scan delivered items and ensure quality.
- Report damaged or missing inventory to superiors.

PROFESSIONAL EXPERIENCE

December 2019- April 2020 (AL AIN CO-OP MAIN WAREHOUSE (PART-TIME))

Al Ain, UAE

Post: Warehouse Staff

Responsibilities:

- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Trained staff on company safety policies and procedures, in order to complete tasks such as loading, unloading, sorting, staging and transporting products, daily cycle counting, and data entry. Maintains truck or van by completing preventive maintenance requirements and arranging for repairs.
- Enforces inventory controls by collecting stock location orders and printing requests.
- Provides quality service by following organization standards.
- Preserves safe and clean work environment by keeping shelves, pallet area, and workstations neat.
- Promotes clean shipping supply area by complying with procedures, rules, and regulations.
- Completes reports by entering required information.
- Contributes to team effort by accomplishing related results as needed.

2016-2019 (BLUEWATERS CAPITAL LIMITED, LAGOS, NIGERIA)

6B, Taiwo Street off Chief Collins Street, Lekki, Lagos, Nigeria

Post: Sales Representative

Responsibilities:

- Receiving customer and welcoming them with a warm smile.
- Maintained receipts, records and withdrawals of the stockroom
- Received, Unload and Display items on shelves
- Rotate stock and coordinate the disposal of surpluses
- Ensured adequate record keeping and manage all documentation to confirm proper stock levels and maintained inventory control
- Ensure all enquiries are handled carefully and effectively.
- Receive merchandise and count it physically and electronically in order to ensure accuracy of information.
- Serve customers by helping to select products.
- Drive sales through engagement of customers, suggestive selling, and sharing product knowledge.

- Greet and received customers in a welcoming manner.
- Respond to customers questions.
- Direct customers by escorting them to racks and counters.
- Provide outstanding customer service.
- Process payments by totaling purchases, processing checks, cash, and store or other credit and debit cards.
- Alert management of potential security issues.

KEY COMPETENCIES AND SKILLS_____

- Communication skills
- Good Numeric Ability
- Efficient Customer Service
- Teamwork
- Leadership Skills
- Good in spoken, writing, listening and reading English language.
- Good interpersonal skills.
- Organized and methodical.
- Efficient in all Micro Soft Office Programs and Scanning devices
- Taking on board extra responsibility when necessary.

NON SALES MANAGEMENT_____

FIELD ASSISTANT (Voluntary Work for OVC) - Hope World Wide Nigeria
11-05-2011 till 27-05-2011

TEAM LEADER – Nigeria Red Cross Society
05-03-2012 till 13-07-2019

AWARD AND RECOGNITION_____

* BLUEWATERS CAPITAL LIMITED
Best Employee of the Month. Sept. 2018

EDUCATION AND TRAINING_____

Safety and 5S training: CEVA Logistics January 2021

Training on Master Set, Master Pack, ASIN progression and SQPR : CEVA February 2021

National Youth Service Corp Program NYSC Abuja, 2013

Yaba College of Technology, Lagos, Nigeria, 2009 - 2011

Kaduna Polytechnic, 2006 – 2008

Ceetie Computer Academy (Affiliate to University of Lagos) 2004

Unique Comprehensive Secondary School 1997 – 2002

PERSONAL DETAILS_____

Sex: Male
Visa Status: Freelance Visa with NOC and Labor Card

REFEREES _____
Provided on Request