

CURRICULUM VITAE

OWHOKA VICTORIA

Contact Number: +97154 7553581 / +97155 7970402

Email: vikky4meonly@gmail.com



POSITION DESIRED: WAREHOUSE ASSOCIATE

PERSONAL PROFILE

Date of Birth : November 18th 1989
Gender : Female
Nationality : Nigeria
Passport Number : A07390823
Language : English, Arabic (Basic)
Visa Status : Husband Visa

CAREER OBJECTIVE

Keen on seeking a challenging position in an organization, where I can utilize my acquired skills and experience to carry out assigned tasks and duties effectively and efficiently and participate to enhance the current services offered to customers.

PROFESSIONAL EXPERIENCE

CEVA Logistics (Innovation Group), Dubai, U.A.E

Oct 2020 – Till Date

Position: Warehouse Associate

Duties and Responsibilities

- Slamming of goods and packing of orders
- Organize item order by location date promotions, weight compliance.
- Organize stocks and maintain inventory
- Examine ingoing and outgoing shipments
- Organize warehouse space
- Receive, unload and place incoming inventory items appropriately
- Check, verify and fill customer invoices
- Abide by all company safety and hygiene regulations
- Contribute ideas on ways to improve or optimize warehousing procedures
- Keep warehouse clean and organized daily

Amazon, Dubai, U.A.E

Mar 2020 – Aug 2020

Position: Warehouse Assistant

Job Responsibilities:

- ✓ Receiving, moving, checking and storing incoming goods.
- ✓ Sorting goods, packing of orders and arranging for delivery
- ✓ Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
- ✓ Packaging and labeling products before they are dispatched.
- ✓ Making sure that all inventory processes are completed on the same day.
- ✓ Maintaining and servicing warehouse tool, machinery and trucks.
- ✓ Labeling goods that have arrived at the warehouse.

EDUCATIONAL QUALIFICATION & COURSES

- Bachelor Degree in Business Administration
- Diploma in Catering and Hotel Management

SKILLS AND COMPETENCIES

- Good interpersonal and communication skills
- Confident and Self motivated
- Strongly believe in teamwork
- Having knowledge about safety regulations.
- Being able to follow instructions.
- Having good eyesight and color vision.
- Having suitable fitness level.
- Ability to work for long hours under pressure

REFERENCE:

Mansoor Ahmed / Outbound Area Manager, CEVA Logistics
Onasile Oluwaseun / Warehouse Associate, Innovation Group

DECLARATION

I declare that the information provided above is true and correct to the best of my knowledge.

Owhoka Victoria