

CURRICULUM VITAE

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NATIONALITY: CAMEROON

LANGUAGE: ENGLISH

VISA STATUS: EMPLOYMENT



SUMMARY: Logistics Coordinator with more than 6 year's experience working for some globally recognized and reputable organizations. I would like to express my strong interest in the logistics/Warehouse Assistant position you are looking to fill. As a detail-oriented and reliable professional with experience performing a range of general warehouse functions while ensuring compliance to regulations and guidelines, I stand to make an immediate and positive impact on your operation.

EDUCATIONAL QUALIFICATION

- NEBOSH INTERNATIONAL CERTIFICATE
- IOSH SAFTY CERTIFICATE
- BSc IN LOGISTIC MANAGEMENT
- HIGH SCHOOL ADVANCE LEVEL
- ORDINARY LEVEL CERTIFICATE

WORK EXPERIENCE

WAREHOUSE & LOGISTICS ASSISTANT - PALFINGER GROUP DUBAI - 2019 TILL DATE

- Check all incoming materials or physical and electronic shipping.
- Provide input on tax documents.
- Do sorting and separation of purchase orders, as tax documents.
- Make freight requests.
- Make use of control materials and the company's consumer and administrative materials.
- Support the company's internal and external Logistics issues.
- Take inventory of the warehouse.
- Make the physical and electronic drives Logistics Company.
- Make entries control reports and outputs of Logistics.
- Continuously identify, measure, and improve processes.
- Other duties as assigned.

LOGISTIC OFFICER**MEGARME LLC DUBAI****2017-2019**

- Assisting in all inventory management activities with procurement department (purchasing, returned products) and following up its related invoices.
- Assist the Logistics Manager with weekly/monthly reports.
- Work with finance to provide accurate shipping documents on time.
- Work safely, maintain safe working environment, and adhere to all safety policies and procedures. Actively participate in safety initiatives.
- Provide day to day departmental support activities as necessary: communication with internal and external providers and shipping supplies to sites.
- Project and manage small assignments as tasked by management.
- Assist in inventory management, cycle counts and batch integrity maintenance.

WAREHOUSE ASSISTANT/INVENTORY CONTROLLER**MERCYSHIP****2015-2017**

- Responsible for monitoring material transported and delivered for timeliness and legality.
- Assist in loading/unloading, sorting, and stocking, and packaging merchandise and orders.
- Responsible for the review, verification, and reconciliation of shipping documents.
- Provide support in completing paperwork and documentation.
- Carry out clerical work, including typing, proofreading, and editing documents, correspondence, and reports for the logistics department or assigned.
- Support with developing and preparing complex databases, reports, and/or presentation material for the logistics unit.
- Responsible for preparing shipping documents such as Commercial Invoice, Packing Lists, and Shipyard Material Receivers, etc., for ongoing shipments and projects.
- Responsible for entering data into spreadsheets from multiple sources, as well as verifying input and calculations.
- Provide support in the maintenance of electronic filing system for administrative documentation that guarantees swift retrieval of requested documents.

SKILLS

- Excellent and fluent communication in English.
- Leadership skills.
- Adaptability skills.
- Coordination skills.
- Knowledge of warehouse and transportation operations.
- Extremely organized with a high level of attention to detail.
- Ability to respond to timeframes and datelines.

HOBBIES, Enjoy team and group work.**AVAILABLE:** Upon Request.