

**Date of Birth:**

10 August 1995

Gender: Female

Nationality: Kenyan

Functional Area:

Warehouse/logistics/dispatch /
stores & Inventory

Availability to Join:

Immediately

Languages Known:

English

Swahili

RESUME

Follen Bosibori Mainga

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Objectives

I am looking forward to securing a responsible & challenging position in my field of expertise in a progressive organization that would provide an opportunity for personal growth & career advancement, as well as an opportunity to contribute towards the growth of the organization.

Key Skills

Stores and inventory , Inventory control strategies

Customer Service Staff Handling & Supervision Motivational Training

Personal Skills

- Ability to interact effectively with people from various social level and cultures.
- Effective communication skills
- Ability to work in a diverse and dynamic environment
- Willing to work overtime without advance notice.
- Pay Attention to details; work with initiative and able to work without supervision.
- Ability to accept any challenges
- Good team player with positive attitude and language
- Clear communication skills
- Time management

Educational Qualification

* Kisii University: **Certificate in procurement, Stores and Supplies Management.**

*Texas Training College: **Certificate in computer studies.**

*Gionseri Girls High School: **Kenya Certificate of Secondary Education.**

Work experience: Sales under warehouse assistant

Splash n party kids Park Dubai UAE

Sept 2019 till to date

- Complete shipments by processing and loading orders.
- Packing goods that have been ordered
- Prepare orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Support store stock deliveries and liaising with drivers.
- Enforces inventory controls by collecting stock location orders and printing requests.

- Provide quality service by following organization standards.
- Preserve safe and clean work environment by keeping shelves, pallet area, and workstations neat.
- Promote clean shipping supply area by complying with procedures, rules, and regulations.
- Compiles reports by entering required information.
- Contributes to team effort by accomplishing related results as needed.
- maintenance of stable conditions or temperatures (e.g. for perishable food items)

Work experience: warehouse assistant
JUMIA KENYA online shopping mall
Jan 2017 to Dec 2018

- loading and unloading goods from delivery vans or lorries.
- checking the correct quantity and type of goods have been received.
- Recording any damaged, missing, or faulty goods
- Signing the delivery form, once satisfied that the goods are complete.
- Moving the goods to the correct area in the warehouse, either manually or using mechanical handling equipment.
- Scan delivered items and ensure quality.
- Preparing dispatch notes and labels.
- Process inventory for delivery.
- Sort organize and store inventory in the proper locations.
- Package items and label correctly.
- Organize and stack large bulk items accordingly.
- Update logs and documentation for inventory processing.
- Move materials from facilities to workstations, pick-up locations, or other locations.
- Work as an active team member to complete team goals.
- Prepare documentation and inventory for audits.

Work experience in sales under Junior Logistics Coordinator
Jan to December 2016 Mzuri sweet Mombasa Kenya

- Manage orders and arrange stocking of materials and equipment to ensure they meet needs.
- Plan and track shipment of final products according to customer requirements.
- Communicate with suppliers, retailers and customers to achieve profitable deals and mutual satisfaction.
- Maintain logs and records of warehouse stock and execute orders.
- Recruit and coordinate logistics staff (e.g. truck driver's) according to availabilities and requirements.
- Prepare accurate reports for upper management.
- Arrange same-day deliveries whenever possible.
- Prepare accurate invoices.

REFEREES

Available upon request.