

CURRICULUM VITAE

Name: MICAEL DJIMEGNI KOUAKEP

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PACKING HELPER

SUMMARY

I am a highly- motivated conscientious and competent collaborator who possesses in-depth knowledge and expertise within this industry. I pride myself on taking ownership of challenging problems, maintaining high standards and assisting my employer in achieving their commercial objectives with desire and passion for continuous professional development. I have a positive and caring nature and believe I can bring a number of excellent skills and attributes to your organization.

WORK EXPERIENCE

Company: CORAL BLUE – DUBAI, UAE

Position: Store keeper Helper

Duration: 2 years

Company: KINGSTON HOLDINGS

Position: WAREHOUSE ASSISTANT

Duration: 2 years

DUTIES AND RESPONSIBILITIES

Responsible for directing delivery trucks and assisting in loading & unloading of goods safely

- Record products, packing and order information on specified forms and records. Examine and inspect containers, materials, and products in order to ensure that packing specifications are met.
- Labeling goods that have arrived at the warehouse

- Ensuring a clean and safe workhouse for staff to work in.
- Maintaining the record of goods shipped and received.
- Checking documentation of cargo and classify them as per tariffs Advising clients regarding payment methods and transportation of their good.
- Cross checking the items received against the invoices & record the missing goods
- Compile reports on various aspects of changes in production or inventory. Keep records of items shipped, received, or transferred to another location.

SKILLS AND COMPETENCES

A fast learner with a proven track record of achievement, proficient in the use of Microsoft office, Excels and Microsoft Word.

A strong collaboration who always put the need of a team first.
Excellent communication skills.

Ability to willingness to learn more while working the job.
Dedicated with strong interpersonal skills.

- ✓ Versatile quick learner who loves challenges and adapts well to new situations
- ✓ Skilled and working effectively as team members or alone along with minimal supervision. Effective team player with exceptional interpersonal and communication skills.

ACADEMIC QUALIFICATION

- ◆ High School Certificate
- ◆ Advance Degree

HOBBIES

- SPORTS
- Adventures

REFEREES:

I certify that to the best of my knowledge and belief, that the data provided correctly describe me, my qualifications and my experience.

MICAEL DJIMEGNI KOUAKEP