

# **CURRICULUM VITAE**

## **PERSONAL INFORMATION:**

Full Names: **Ngala Partout Taal**  
Nationality: **Cameroonian**  
Date of Birth: **22/09/1997**  
Language: **English/French**  
Address: **Abu Dhabi/Dubai, UAE, RAK.**  
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## **Position: LOGISTICS & WAREHOUSE ASST.**

### **Personal Summary :**

Am a multi-skilled, hardworking and efficient logistics and warehouse assistant with a proven track record of ensuring the smooth functioning and running of all logistics and warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material / stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

### **Professional Skills**

- Knowledge of supply chain management and related fields.
- Able to operate FL (fork lift) effectively.
- Have excellent numeracy, literacy and organizational skills.
- Delivering excellent customer service to clients who visit the warehouse.
- Physically fit and able to lift and move heavy packages and objects.
- Ability to follow processes and procedures accurately.
- Can use a RF gun.
- Experience of Excel and other specialist stock tracking software.
- Strong problem-solving skills.
- A comprehensive understanding of safety procedures.
- Minimizing stock loss.
- Meeting tight deadlines.
- Multi Tasker.

- Excellent in using Wrike software
- Microsoft dynamics
- Excellent in doing stock audit and maintaining inventory management.

### **Professional Experience:**

#### **THE ARMORED GROUP(TAG) MIDDLE EAST, LEVEL ONE INTERNATIONAL LLC, ALPHA MARINE SHIPPING LLC.**

### **Responsibilities:**

#### **LOGISTICS & WAREHOUSE ASSISTANT, SHIFT MANAGER.**

- Receiving, moving, checking and storing incoming goods.
- Assist the warehouse manager in creating BOM (Bill of Materials)
- Conducting weekly and monthly stock inventory Audit to ensure zero discrepancy in **FIFO & LIFO** inventory management system.
- Prepare and reserved all materials before shipment
- perform other takes like, order picking, order processing and packing list for BOM before dispatch.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
- Packaging and labelling products before they are dispatched.
- Helping to ship out over 500 lines every day.
- Picking and packing products.
- Selecting space for storage and arranging for goods to be placed in the designated areas.
- Making sure that all inventory processes are completed on the same day.
- Loading and unloading lorries, vans and other vehicles.
- Maintaining and servicing warehouse tools, machinery and trucks.
- Labelling goods that have arrived at the warehouse.
- Operating a forklift, and front-end loader.
- Welcoming and helping clients who visit the branch.
- Contacting transport companies and coordinating dispatch and delivery with them.
- Preparing deliveries for the van drivers.
- Moving and organizing stock.
- Supervising the work of junior staff.
- Ensuring a clean and safe workhouse for staff to work in.
- Storing stock away safely.

- Removing hazardous products from the warehouse.
- Occasionally selling goods over the trade counter.
- Preparing Gate pass for returned products
- Signing off and replenishing stock.
- Using Mechanical Handling Equipment i.e. fork lift trucks to move goods around.
- Monitoring stock levels.
- Moving items through the warehouse from receipt to dispatch to customers.
- Occasionally delivering stock to shops and retail outlets.
- Accurately updating all data into computer and manual recording systems.
  
- Receiving goods physically and updating in the company system to keep discrepancy in inventory management

#### **Educational background:**

- Certified UAE certificate on materials handling
- Higher international diploma in logistics supply chain and transport management from Cambridge international college UK
- Higher diploma in International trade and business management from Cambridge international college UK
- Bachelor's degree in management
- Advance level in management

#### **Language proficiency**

- English (Excellent)
- French (Good)

#### **Computer skills**

- Excellent in WRIKE software
- Excellent in Microsoft Dynamics 2012
- Microsoft office, Excel & PowerPoint ( excellent )
- Professional in focus and prompt tech billing software
- Internet (excellent in research)

**Hobbies** Football, cooking, swimming, reading, and online research.