



Curriculum vitae

IBOU DIENG

Email:-beui1@live.fr
Mobile No: - +971-582271137
DUBAI-UAE



OBJECTIVE

To attain the challenging posting in the related Warehouse filed to work in an organization where I can enhance my skills and contribute to the growth of the origination as well as I assure you that I will work with full of my sincerity and do justice my job and the organization.

PERSONAL SUMMARY

A multi-skilled, hardworking and efficient warehouse assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material and 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.

PERSONAL DETAILS

Nationality	:	Senegal
Gender	:	Male
Date of Birth	:	24/12/1983
Passport No	:	A01268972
Marital Status	:	Married
Visa Status	:	Resident Visa

LANGUAGE

❖ English and French

WORK EXPERIENCE

- **Worked as a Warehouse Associate at *Mumzworld In Dubai . (Presently)***
- **Working as a Warehouse Assistant at Dubai IN WATERFRONT Fish Market at A.R.B for 2 years**
- **Worked as a Warehouse Operative at *A.D.S In Senegal For 5 Years. (2012 to 2016)***

RESPONSIBILITY

- ❖ Receiving, moving, checking and storing incoming goods.
- ❖ 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 good 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 tool, machinery and trucks.
- ❖ Labelling goods that have arrived at the warehouse.
- ❖ 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 procedure accurately.
- ❖ Can use a RF gun.
- ❖ Experience of Excel and other specialist stock tracking software.
- ❖ Strong problem solving skills.

SKILLS

- ❖ Administrative duties
- ❖ Stock management
- ❖ Delivery of products
- ❖ Stock taking
- ❖ Shipping and receiving practices..

STRENGTH

- ❖ A good team player.
- ❖ Willing to work overtime at short notice.
- ❖ Able to work shifts.
- ❖ Have a meticulous and efficient work ethic.
- ❖ Attention to detail.

DECLARATION

I hereby declare that above furnished information is true to the best of my knowledge
I look forward to hearing from you in the near future.

***IBOU DIENG
DUBAI-U.A.E***

Cover Letter

Dear sir/madam,

I am writing in regards to the open Warehouse Assistant position on your awesome team. With my superb customer service skills, attention to detail and pride in creating a welcoming environment for all customers are a perfect match for your esteemed business.

I am committed in delivering the best possible customer service that few can replicate as I am respectful, friendly, and always willing to help. No matter what the situation is, good or bad, there will be a positive outcome. Through my work experience I have proven to be a mature and reliable hard-worker, with minimal flaws; and who inspires the people around me.

Hard work and dedication is something that I take full pride in. I believe that there is only one way to work, and that's hard. I productively and efficiently plan my priorities and strategically waste no time. I maintain positive relationships between all staff and customers in both high & low-volume, fast & slow-paced operations. I understand being a great leader that can efficiently plan accordingly without wasting any time is extremely important and essential for a thriving business. I proudly provide my best in quality leadership and customer service dynamics.

Along with my experience and personality, I can help with any business' success. I am very interested in being a part of your sales team and no matter what my tasks are – hard work, speed, efficiency and concentration will be practiced at all times. Thank you for taking the time to read my resume. I look forward to receiving your reply.

Yours sincerely,

IBOU DIENG

Email: - beuil@live.fr

Mobile No: - +971582271137