

Kenneth Charles Abbey



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Objective

To use Human and Financial Resources to Achieve Organizational objectives and goals,
Help to create and impressive positive impact on the society at large,

Academic Details

Dorben Polytechnic Bwari Abuja Nigeria

Higher National Diploma In Business Administration and Management , 2.69 , 2010

Work Experience

United Industrial Gases factory icad Abudhabi

Logistics Cordinator , Mar 2020 - Nov 2021

Role : Answer phones and greet visitors

Schedule appointments and maintain calendars

Collate and distribute mail.

Prepare Communications, such as memos, emails, invoices, Daily and monthly Reports,
Getting and sending reports and responses.

Write and edit documents from letters to reports and instructional documents

Create and maintain filing systems, both electronic and physical

Manage accand perform bookkeeping.

Negotiating price with customers

Taking customer request and Orders for supplies

Preparing daily distribution and supply channels for wholesale and Retail customers.

Working with Production Department to Cordinate and direct production process and procedures.

Arranging Transportation and distribution process.

Negotiations with International Suppliers for shipments of Raw materials to Factory.

Project Details

Negotiations and shipment of Raw materials

Shipment of 40 Drums of Carbine drums from China to UAE

Period : 1month Team Size: 5

Role : Communication and Negotiation with Suppliers for shipment of Raw materials

Field of Interest

Administration, Office Clark, Logistics

Skills

Communication and Negotiation skills, computer skills,

Industrial Exposure

Industrial Visit at:

Real Estate, Supply and Chains, Oil and Gas, Hospitality

Implant Training at:

United Nations Industrial Development Organization, * Face to Face Program in Business Management and Entrepreneurship, 2 Weeks duration.

Sean Cussons Business School

Achievements

Been Appreciated and compliment by Supervisor for handle a situation well, in his absence, worked on special project, Re-Organize something to make it work better, identify problems and proffer solutions to it 26

Curricular Activities

Co-Curricular

Training and induction of New staff,

Extra-Curricular

Repairs and Cleaning of Office Equipment and Stationaries

Strength

Self motivated, team player, communication skills

Hobbies

Photography, Cooking, Reading

Reference

Kamran khan

Manager logistics Department
United Industrial Gases factory
Kamran36@gmail.com
+971543144699

Azhad Ayub

Chief Accountant
United Industrial Gases factory
info@ayubaccounts.com
+971589012013

Declaration

I Kenneth Charles Abbey, do declare that all information and statements written here with are Correct and truthful and thus verifiable.

Date : 24/10/2021

Place : Mussafa Abudhabi UAE