

# LUCKY ODION

## Logistics and warehousing

Ajman, United Arab Emirate

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A multi-skilled, efficient supply chain personnel 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, Inventory, stock management techniques and control methods and procedures. Seeking a responsible and challenging position and looking forward to making a significant contribution in a company that offers a genuine opportunity for progression.

Willing to relocate: Anywhere



## WORK EXPERIENCE

### Engineering Store Keeper

**Hutchison Ports** - Ajman

April 2019 to Present

Effectively managing the engineering store operations in receiving, inspecting, storage, issuance and transfer of items as per company policy. Ensuring accuracy and standard operating procedures

- Properly inspecting, counting materials delivered to store. Ensuring item is correct before receiving
  - Ensure indents are raised, and proper documentation is completed on a timely basis for requisition of items;
  - Ensuring proper documentation & record keeping of materials been received and issued
  - Taking physical inventory periodically to check with the monthly inventory report.
  - Generate Materials Received Report (MRR) on a timely basis.
  - Maintaining balanced inventories by physically counting stocks before and after material issuance
  - Correspondence with Suppliers via E-mail, on material delivery schedule and pending item delivery
  - Accurately enter necessary data in excel and oracle ebis.
  - Track inventory of products in bin and storage units
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- Maintaining store facilities to ensure smooth functioning – Makes arrangements and place orders for new stock and supplies whenever necessary.
  - Reporting to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
  - Co-ordinate with scrap collector for recycling of scrap items , get necessary department and customs approval

### Shipping and Receiving Clerk

**Hutchison Ports** - Ajman

July 2014 to March 2019

General Port Operations, General Cargo, 3pl logistics Operations, Transport, and Warehousing (Temperature controlled/Dry warehouse).

- Leads a team of 13 work force, effectively completing at least 20 TEUS of shipment in and out of warehouse on a daily

basis

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Ensures accurate transactions of inventory and shipments
- Inspect incoming shipments, report discrepancies and damages to supervisor and consignee
- Extracts and compile information from database to produce routine and specialize reports
- Make sure that all goods are labeled properly using appropriate batch codes and item codes. As well as allocate space for items based on their types and sizes
- Accurately Records Shipment data with WMS (ATMS) and MS excel, such as shipping agent, vessel, import number, declaration number, received date, weight, labor force, equipment, time duration, charges, number of pallets, location and damages
- Maintain inventory of shipping and receiving materials. As well as document necessary information and utilize reports to project warehouse status
- Adhere to proper safety guidelines and procedures

## **Warehouse Assistant**

**The Lacasera Company Nig Ltd** - Lagos, NG

May 2010 to September 2012

Worked as part of a team in a busy Manufacturing and distribution Centre of a well-established beverage company (FMCG), under the guidance of a warehouse manager. Involved in moving stock around manually and carrying out all orders effectively. Helping to ship out over 500 palletized times daily

- Received, inspected, moved incoming finished products. Ensuring they are of accurate quantity, type and acceptable quality. Labeling and storing stocks in designated locations within the warehouse safely.
- Picked, packaged and labeled products before they are dispatched.
- Assisted in loading and unloading lorries, trailers, vans and other vehicles
- Welcomed guests and clients who visited the warehouse
- Collaborated with transport companies, coordinating dispatch with them
- Prepared deliveries for the van drivers
- Supervised work of subordinate staff
- Checked and confirmed hazardous products are stored safely in designated locations
- Used hand held tools(RF) to move goods around
- Accurately updated all data into computer and manually recording systems



## **EDUCATION**

### **BSc in Human Physiology**

**Ambrose Alli University**

March 2004 to November 2008



## **SKILLS**

- **customer service (8 years)**
- **data entry (4 years)**

- inventory (8 years)
- logistics (8 years)
- WMS (6 years)
- Excel
- Microsoft Office
- Management
- Shipping



## CERTIFICATIONS AND LICENSES

### UAE Driving license

February 2016 to February 2026

Light vehicle

### Logistics and Supply Chain Management

2016 to Present



## ADDITIONAL INFORMATION

### KEY COMPETENCIES AND SKILLS

- Good communicator (verbal and written)
- Good organizational and time management skills
- Proficiency in logistics, inventory management, WMS soft wares (ATMS). Inventory in Ebis, Oracle data entry and analysis, MS (excel, word, outlook), documentation and reports
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- Familiarity with modern warehousing, spare parts store practices and methods
- A comprehensive understanding of safety procedures
- Able to work shifts and having a meticulous and efficient work ethic
- Delivering excellent Customer liaison, improving the existing relation of the organization and client.
- Skilled in customs clearance and documentation using Enjaz
- Minimizing stock loss and Strong problem solving skills with intent ability to observe eventual problems or minor changes that could have significant importance and report them
- Ability to follow processes and procedures accurately
- Team leader quality, team oriented and excellent customer service delivery
- Attention to details, observe things around and use specific patterns in other to arrange things
- Self-motivated, hardworking and result oriented and able to work with and meet deadlines
- Visual Merchandising, Tally, Sales Management, Risk Assessment, Research, Quality Assurance, Negotiation Skills.