

NGWAINMBONG GAMA ERIC

Warehouse Assistant | accountant |Accounts Assistant

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Visa status: **FREELANCE VISA**



Executive Summary

Highly efficient **Warehouse Assistant, Accounts Assistant, Customer Service** 5+ **Years** of diverse Experience, professional with exceptional documentation management skills and process development expertise. Skill working with accounting software programs, including **Tally ERP, QuickBooks & Excel**. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Proven skills in supporting warehouse operations by keeping accurate records and checking shipments. Detail-oriented in evaluating products, processing paperwork and coordinating movements around warehouse locations and staying on top of maintenance demands.

Performance Milestones

- Applauded for making continuous efforts to improve operations, decrease turnaround time, streamline work processes & ensure quality customer service.
- Rendered pro-active assistance to senior officers to facilitate their job performances.
- Envisioned and implemented many new ideas of administrative procedure for saving time.

Professional Experience

Warehouse Assistant

2017 - 2019

DANGOTE GENERAL TRADING

- Placed incoming inventory in optimal storage locations to promote continued accuracy and easy retrieval.
- Maintained accurate inventory records to provide data for use in audits and completion of order requests
- Stocked warehouse efficiently by comparing item numbers with storage locations.
- Kept all documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Prepared orders for shipment by systematically picking, packing and labeling merchandise.
- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors to obtain replacements or refunds.
- Kept warehouse clean and organized to maximize team efficiency and productivity.

Main Skill

Administration

Accounting

Warehouse Activities

Data Entry

Client Relationship

Customer Service

Accountant

2014 -2017


AWA AND SONS SUPERMARKET

- Examine statements to ensure accuracy.
- Ensure that statements and records comply with laws and regulations.
- Compute taxes owed, prepare tax returns, and ensure prompt payment.
- Inspect account books and accounting systems to keep up to date.
- Organize and maintain financial records.
- Improve businesses efficiency where money is concerned.
- Make best-practices recommendations to management.
- Suggest ways to reduce costs, enhance revenues and improve profits.
- Provide auditing services for businesses and individuals.

FOKOU BUILDING MATERIALS

- Support duties related to accounts payable and accounts receivable functions.
- Assist with preparation of financial and statistical statements and reports.
- Analyze financial information in order to identify discrepancies.
- Research and resolve discrepancies in a timely fashion.
- Maintain confidentiality of all financial data.
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards.
- Compile and prepare routine reports and summaries.
- Receiving and processing all invoices, expense forms and requests for payment

Certifications | Trainings

 **Bachelor of Science in Accounting & Finance**

 **Practical Computerized Accounting**

 **Advance Level Certificate**

Personal Dossier

Date of Birth: 1992

Nationality: Cameroonian

Linguistic Abilities: **English, French**

Core Competencies

- Client Support/Business Sales
- Office Management
- Tally ERP & QuickBooks
- Travel/Transportation Arrangements
- Correspondence/Filing
- Documentation
- Administrative Operations
- Confidential Services
- Business Ethics
- Liaison/Cross Functional Coordination
- Problem Solving
- Microsoft Office Applications
- Logical Thinking
- Organization & Attention to Detail

Soft Skills

- Professional Demeanor
- Exceptional Written and Verbal Communication Skills
- Fast Learner
- Adaptability & Flexibility
- Cultural Awareness
- Decision Making
- Team Player
- Analytical skills
- Time Management
- Integrity and Trust
- Performance Optimization