

NYAMSENKWEN ELVIS NDANGO
Bahrain
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PROFESSIONAL SUMMARY

A dedicated and resourceful professional with over 15 years of progressive experience in management, entrepreneurship, and logistics. Proven ability to lead operations, manage inventory, and drive business growth. Seeking to leverage strong organizational and leadership skills in a challenging Storekeeper or Junior Management role.

PROFESSIONAL EXPERIENCE

Storekeeper | GGC (Gulf Glass Company), Bahrain

(8689.-.8689)

- Managed and maintained all aspects of the company store, including raw materials, finished goods, and spare parts.
- Implemented efficient receiving and dispatching procedures, ensuring accurate documentation (GRNs, GINs).
- Conducted regular stock audits and cycle counts to maintain 99%+ inventory accuracy.
- Operated inventory management software to track stock levels, place orders, and generate reports.
- Ensured all storage areas were organized, clean, and complied with health and safety standards.
- Coordinated with the procurement and production departments to ensure timely availability of materials.

General Helper | Havelock Interiors, Bahrain

(8688.-.8689)

- Provided vital support across various project sites, assisting skilled tradesmen including carpenters, installers, and storekeepers.
- Gained hands-on experience in material handling, inventory organization, and warehouse maintenance.
- Developed a strong understanding of the workflow in a large-scale manufacturing and installation environment.
- Praised for reliability, strong work ethic, and ability to quickly learn new tasks.

Sole Proprietor / Business Owner | Cameroon

(8672.-.8687)

- Founded and managed a personal business, overseeing all operations from procurement and sales to customer service and financial management.
- Developed key skills in negotiation, budgeting, inventory control, and independent problem-solving.
- Built a loyal customer base through excellent service and strategic planning.

Manager | CONGELCAM SA, Cameroon

(8665.-.8672)

- Led daily operations, supervising staff and ensuring efficient workflow.
- Managed client accounts, built strong B2B relationships, and resolved customer inquiries.
- Handled administrative duties including reporting, record-keeping, and coordinating logistics.
- Played a key role in inventory planning and control to meet company targets.

EDUCATION

GCE Advanced Level | Government Bilingual High School (GBHS) Bali Nyonga, Cameroon
(8664)

SKILLS

- Inventory Management: Stock Control, Auditing, Cycle Counting
- Warehouse Operations: Receiving, Dispatching, GRN/GIN Processing
- Software: Proficient in MS Office (Word, Excel); Experience with Inventory Software
- Languages: English (Fluent), French (Fluent) [Assuming bilingual from Cameroon background]
- Soft Skills: Leadership, Problem-Solving, Attention to Detail, Time Management, Customer Service