

NYIENEPOK CHRISTIAN PEPILA

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Location: Dubai Internet city
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VISA STATUS: EMPLOYMENT VISA
POSITION: LOGISTICS ASSISTANT



PROFESSIONAL SUMMARY

Detail-oriented Logistics and Customs Professional with over 3 years of experience in inventory management, shipping processes, and payment reconciliation. Skilled in warehouse management systems (WMS), ERP software (e.g., Oracle), and cross-functional coordination with logistics and finance teams. Fluent in English and French, with a proactive attitude and a commitment to optimizing operational efficiency in high-pressure environments like Dubai's dynamic business landscape.

SKILLS

- Inventory Management & Stock Control
- Shipping & Receiving Coordination
- Payment Reconciliation & Financial Reporting
- Cross-Functional Team Collaboration
- Proficiency in WMS, ERP, and MS Office Tools
- Fluent in English and French
- Compliance with Safety & Industry Standards

SOFTWARE PROFICIENCY

- Warehouse Management Systems (WMS, Odoo)
- ERP Systems (Oracle, Sage Saari 1000)
- Procurement Software (COUPA)
- MS Office Suite (Excel, Word, PowerPoint)
- Database Reporting Tools like QuickBooks, Zoho analytics powered by Ai assistance

WORK HISTORY

Logistic Assitant at Timrey General Trading LLC - Dubai: Jan 21, 2023 - Present

- Assist in receiving and processing furniture deliveries, ensuring accurate quantity and quality checks.
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- Maintained an organized inventory tracking system, updating records, and ensuring accurate data entry into the Warehouse Management System (WMS-Odo).
- Performed regular stock counts and audits to verify inventory accuracy, reporting discrepancies or damaged items to the Warehouse Manager.
- Tracked outgoing shipments for delivery or dispatch, ensuring proper documentation.
- Safely unloaded, moved, and stored furniture in designated warehouse areas, ensuring careful handling to prevent damage.
- Organized goods in the warehouse for easy access and retrieval; packed and prepared items for delivery or shipping, ensuring proper labeling and protection.
- Monitored stock levels of essential materials, tools, and equipment, ensuring inventory management and stock control.
- Handled shipping and receiving documentation, including bills of lading, delivery notes, and invoices.
- Prepared reports on stock levels, shipment tracking, and equipment availability for warehouse operations.
- Coordinated transport and logistics, liaising with freight forwarders and transport companies for the movement of goods.
- Planned routes and transportation schedules to optimize costs and efficiency.
- Followed safety protocols for hazardous materials and ensured proper storage, ensuring compliance with industry standards and company policies.

Purchasing Assistant at Sofitel JBR Hotel- Dubai Jun 1, 2022 – December 30, 2022

- Working with the purchasing manager to run the purchasing department Supported Purchasing Manager to streamline department operations
- Cut operating costs 10% via smart vendor selection
- Built strong vendor ties, renegotiated contracts for better terms
- Forecasted purchasing needs, reduced overstock by 15%
- Managed POs, shipping schedules, and records with 100% accuracy
- Worked with warehouse to fix delivery errors, boosted accuracy 20%
- Researched market for cost-effective vendor deals for F&B Department

Payment Reconciliation Specialist at Seven Capital – Dubai

Sept 1, 2021 – April 4, 2022

- Conduct daily, weekly, and monthly reconciliations of payments from various providers
- Utilizes Excel and other available tools to ensure all transactions are accurately recorded and balanced
- Report Generation
- Create and maintain detailed reports for all Payment Service Providers (PSPs) offered by the company
- Develop and distribute regular reconciliation reports to relevant stakeholders
- Discrepancy Management
- Identify and analyses mismatches and discrepancies in payment records
- Collaborate with relevant departments to resolve discrepancies promptly
- Raise issues and follow up until resolution
- Record Keeping
- Maintain an organized history of all reconciliation reports and related documentation
- Keep detailed records of all transactions, including adjustments and corrections
- Cost Analysis and Fee Structures
- Cross-Functional Collaboration
- Work closely with the finance and operations teams to ensure alignment and accuracy in payment processing
- Provide support and training to team members on reconciliation procedures and tools
- Any additional tasks deemed necessary by management

Junior Accountant at ENEO – Cameroon S.A

March 1, 2018 – March 5, 2021

- Utilized Excel and other tools to accurately record and balance transactions.
- Generated reports and conducted daily, weekly, and monthly payment reconciliations.
- Processed payments and documents, including invoices, journal vouchers, employee reimbursements, and statements.
- Entered, updated, and retrieved accounting data from automated systems and assigned codes to data.
- Prepared monthly reports for review and conducted pre-audits, verifying employee expense claims for compliance.
- Filed and removed records and reports, assisting in the timely closing of monthly accounts.
- Prepared cost recovery journals and uploaded them into the Oracle system.
- Responded to accounting, budget, and financial queries from field staff.
- Prepared bank reconciliations and analyzed general ledger accounts both manually and in the Oracle system.
- Assisted in payroll preparation, ensuring all approved advances were communicated to the payroll unit in a timely manner.

EDUCATION DETAILS

- Studied Dubai Trade regulations April 3, 2022 and January 30, 2023
- Bachelor's degree (Bsc): Accounting, Auditing and Finance, 30/ 10/2018
UNIVERSITY INSTITUTE OF THE GOLF OF GUINEE (I.U.G) - DOUALA in Cameroon
- HIGHER NATIONAL DIPLOMA (HND) : Business Finance and Accountancy , 26 /08/2017
UNIVERSITY INSTITUTE OF THE GOLF OF GUINEE (IUG) - DOUALA in Cameroon

