



SUPPLY CHAIN PROFESSIONAL/OFFICE ADMINISTRATOR

PROFESSIONAL SUMMARY

A Certified International Supply Chain Professional (CISCP) and Certified Office Administrator (COA) with expertise in logistics and administrative support. Experienced in supply chain optimization, inventory management, and process coordination, with a strong emphasis on precision ,efficiency and continuous improvement. Highly skilled in data entry, documentation and managing administrative tasks in dynamic fast-paced settings. I'm dedicated to delivering value across logistics and administrative functions by leveraging expertise to enhance productivity and support organizational objectives

Administrative assistant/Warehouse Clerk

Abu Dhabi Coops Warehouse —2023 July –Present

- Assigning stock to appropriate storage location.
- Update and maintain inventory databases with accurate and up-to-date information
- Conduct regular inventory counts and reconcile discrepancies.
- Using warehouse management systems for tracking inventory.
- Analyzing data for effective stock allocation
- Inspect and verify incoming shipments for accuracy.
- Performing data entry and maintaining records.
- Preparing reports and documentations and track the movement of goods in and out of the warehouse using inventory software.
- Providing support to team members, responding to inquiries related to warehouse operations.

Warehouse Assistant/Station Merchandiser

Carrefour market store (Paragon Mall) —2023 Jan- May

- Received and processed incoming stock and materials.
- Picked and filled orders from stock.
- Inspected and verified incoming and outgoing products for accuracy and quality.
- Organized and maintained inventory and storage areas.
- Welcomed customers on the store and answered their queries.
- Stocked shelves with merchandise
- Kept records of incoming and outgoing shipments
- Ensured correct shipping information is attached

Production Line Helper

AI-Wafi Food Products factory (KIZAD-BRF) 2022 Jan- 2023

- Assisted in the preparation of food products.
- Supported machine operators with production tasks.
- Maintained cleanliness and organization in the work area.
- Loaded and unloaded materials and supplies.
- Follow safety and hygiene protocols.
- Packaged finished products for shipment.
- Labeled packages accurately.
- Ensured timely completion of packing orders.

DECLARATION

I hereby declare that the above mentioned information is true to the best of my Knowledge and I hold the responsibility of the correctness of the particulars above.

MIKIDADI KIZITO

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Address: Abu Dhabi(UAE)

Personal Details

Gender: Male
Nationality: Ugandan
Religion: Muslim
Marital Status: Single
Date of Birth: 27.05.1994
Visa Status: Employment

Languages: English(fluent),
Arabic(partially fluent)

Certifications:

High Q Training Center
Certified Office
Administrator(COA)
Blue Ocean Academy
Certified International Supply
Chain Proffessional (CISCP)

High school diploma.

Interests:

1. Problem-solving
2. Learning new software tools

Software:

Microsoft office suite
SAP ERP(SAP S/4 HANA)

SKILLS:

1. Communication skills
2. Attention to details
3. Problem-Solving skils
4. Team work
5. Organizational skills
6. Technical skills

REFERENCES

Mr.Sudipta Chatterjee (CISCP-Instructor) +971506822450
Ms.Steffi Marie (Cordinator-Blue Ocean Academy +971545815621