

## CONTACT DETAILS



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Dubai, UAE

## CORE SKILLS

- Attention to Detail.
- Physical Fitness & Stamina
- Picking, wrapping, packing, scanning.
- Time management & Meeting Targets
- Cycle counts, stock variance reporting
- Safety Awareness & SOP Compliance
- FIFO/FEFO stock rotation
- Store Keeping & Stock Controls.
- Adaptability & Flexibility in Tasks Shifts

## EDUCATION CREDENTIALS

- **High School Diploma**

Magereza Academy, Kenya | 2016

## CERTIFICATIONS AND COMPLIANCE

- Passport & White Background Photo
- Kenya Police Clearance Certificate
- Ready for Immediate Joining.
- Valid Tourist Visa (50 Days)

## PERSONAL DETAILS

- **Languages:** English, Kiswahili
- **Nationality:** Kenyan

# ALEX MAINA GITAU

## WAREHOUSE ASSOCIATE

### EXECUTIVE SUMMARY

Highly motivated and physically fit Warehouse Assistant with excellent organizational and teamwork skills. Experienced in handling goods. Maintaining stock levels, and ensuring accurate documentation of inventory. Dedicated to meeting tight deadlines, maintaining safety standards, and supporting smooth warehouse operations. Reliable, Punctual, and committed to efficiency in all tasks

### WORK EXPERIENCE

#### Warehouse Executive

Trufoods Ltd, Kenya | Mar. 2024 – September 2025

##### Key Deliverables:

- Performed inbound quality checks and receiving with accuracy; reduced defective or non-compliant inventory.
- Operated pallet jacks & standard warehouse equipment; safely loaded/unloaded goods; enforced safety standards, ensuring 99% inspection compliance.
- Utilised scanning tools to execute receiving, put-away, inventory counts, returns and order fulfilment tasks in real time.
- Exceeded daily targets consistently meeting or beating productivity KPIs.
- Handled returns / after-sales processes: processed returns from customers, suppliers, and vendors; coordinated with quality control and fulfilment teams.
- Managed stock control and inventory reconciliation, warehouse space planning.
- Prepared daily/weekly performance reports.
- Supported clearing & forwarding for outbound shipments, assisted with transport coordination and logistic partner communication.

#### Warehouse Helper

Jumia Kenya | Mar. 2022 – March. 2024

##### Key Deliverables:

- Received, inspected, and recorded inbounds to ensure quantity and quality accuracy.
- Monitored stock levels and movement, organised goods systematically, and implemented FIFO rotation
- Picked and packed customer and internal orders for dispatch.
- Ensured all materials were correctly tagged, labelled, and stored safely.
- Maintained cleanliness and orderliness of storage and dispatch areas.
- Loaded and unloaded delivery trucks efficiently.
- Helped in inventory cycle counts and stock control to maintain accurate records.
- Supported the warehouse supervisor or storekeeper in daily operations.
- Reported damaged or missing goods immediately to immediate supervisor.
- Operated pallet jacks & warehouse equipments safely and efficiently.