

Nduati Kenneth Kairu

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 United Arab Emirates

Dear Hiring Manager,

I am writing to express my interest in the Warehouse Officer position at your esteemed organization. With more than three years of experience as a Warehouse Helper at Githambo Tea Factory in Kenya and current hands-on experience in the UAE as a Construction Helper, I have developed the skills, discipline, and work ethic required to excel in warehouse operations.

During my time at Githambo Tea Factory, I gained practical expertise in handling stock, organizing inventory, ensuring proper documentation, and maintaining a safe and orderly warehouse environment. My current role in the UAE has further strengthened my ability to work in fast-paced environments, follow safety guidelines, and collaborate effectively with diverse teams.

I am confident that my background in warehouse operations, combined with my commitment to accuracy and efficiency, makes me a strong candidate for the Warehouse Officer role. I am eager to contribute to your team and support the smooth flow of warehouse activities while ensuring company standards are met.

I would welcome the opportunity to discuss how my skills and experience can add value to your organization. Thank you for considering my application, and I look forward to the possibility of an interview.

Sincerely,

Nduati Kenneth Kairu .



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SKILLS

Warehouse operations and stock management

100%

Inventory handling and documentation

100%

Order picking, packing, and dispatch support

100%

Loading, offloading, and safe material handling

100%

Strong organizational and time management skills

100%

Teamwork and collaboration in diverse

100%

Knowledge of workplace safety and compliance

100%

PROFESSIONAL SUMMARY

I am a hardworking and reliable professional with over 3 years of experience as a Warehouse Helper at Githambo Tea Factory in Kenya, where I gained solid skills in inventory handling, stock arrangement, and maintaining warehouse organization. Since May 2025, I have been working in the UAE as a Construction Helper, at Sindra Tul Muntha Technical Services, further strengthening my ability to work under pressure, follow safety standards, and support team operations effectively. With a strong background in warehouse support and a commitment to accuracy and efficiency, I am now seeking an opportunity in the UAE as a Warehouse Officer where I can apply my warehouse experience, organizational skills, and dedication to contribute to smooth and efficient operations.

OBJECTIVE

To secure a Warehouse Officer position in the UAE where I can apply my 3 years of warehouse experience in Kenya and my current hands-on skills in the UAE, contributing to efficient inventory management, safe handling of goods, and smooth warehouse operations while growing professionally within a reputable organization.

EXPERIENCE

Construction Helper	May, 2025 - Present
Sindra Tul Muntha Technical Services	
o Assist in material handling, loading, and offloading at construction sites.	
o Support skilled workers with site preparations and daily tasks.	
o Ensure adherence to safety standards and maintain a clean, organized work environment.	
o Work effectively within a team to meet project deadlines.	
Warehouse Helper	Jan, 2022 - Feb, 2025
Githambo Tea Factory	

Ability to work under pressure and meet deadlines



Physical stamina and attention to detail



Basic computer skills for warehouse record-keeping



Basic computer skills (MS Word, Excel, warehouse record-keeping systems



Fluent in reading, writing, and speaking English



- Assisted in receiving, storing, and organizing stock within the warehouse.
- Maintained accurate records of stock movement and supported inventory checks.
- Prepared orders for dispatch and ensured timely delivery to production areas.
- Ensured warehouse cleanliness, safety, and compliance with company procedures.
- Supported supervisors in daily warehouse operations, improving efficiency and workflow.

EDUCATION

Diploma in Plumbing

2021

Michuki Technical College