

**Name : TALOM FOTSO RODRIGUEZ**

**Date of Birth : 26 January 1982**

**Nationality : Cameroonian**

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**Address : DUBAI**

**Mobile number : +971 589 140 712**

**Visa status: Employment visa**

***WAREHOUSE WORKER, IT TECHNICIAN AND IT TEACHER***



**PERSONAL STATEMENT:** Currently searching for an entry level position in warehouse or any IT related position. I consider myself to have knowledge, be able and well trained in these areas of the business infrastructure. Two years and more as warehouse assistant in more than 4 companies under Transguard group in UAE, around 15 years of secondary school teaching related IT Subject and supervising IT colleagues department in several prestigious secondary schools after working as IT Support in a bank have given me enough experience to operate in many sectors.

**WORK EXPERIENCE:** Warehouse Assistant in NOON and many other companies and now in Chalhoub group (under Transguard Group) since February 2022.

**TASKS**

- Receiving incoming merchandise and verifying that they are undamaged and of sound quality. Weighing and counting received items.
- Assisting warehouse staff in retrieving specified merchandise from storage as per the delivery or shipping orders.
- Preparing merchandise for delivery or shipping by packaging and labeling them accordingly.
- Moving all outgoing merchandise to the delivery area.
- Ensuring that all merchandise is properly secured in the delivery vehicles to prevent damage during transit.
- Maintaining accurate records of all incoming and outgoing merchandise.
- Utilizing warehouse lift equipment to load and unload merchandise as well as move, lift, or stack merchandise as needed.
- Organizing warehouse merchandise and stacking them on shelves and racks in accordance with company guidelines.
- Performing all duties necessary to maintain warehouse cleanliness, which includes sweeping, mopping, and dusting as needed.

**Aloys Tapiemene missionary bilingual secondary school and Bametim Government secondary school - Cameroon**  
**2022** ***From September 2014 to January***

**Responsibilities: Computer science teacher and pedagogic supervisor**

- Teaching students of examination classes and preparing them for various end of year examination.
- Analyzing the program contains, needs, strengths, and weaknesses of students and structuring lessons and assessments around the staff of the same department.
- Adjusting teaching methods to suit different groups of learners.
- Providing extra support to students that require it, and more challenging tasks to those who are ahead of the classes.
- Reporting any progress issues to the head of the administration, as well as the parents in need.
- Attending meetings, training sessions, workshops, conferences, and other continuing education initiatives.
- Supervising computer lab sessions, delivering practical demonstrations, and accompanying students on field trips.
- Keeping the line of communication open between students, staff, administration and parents.
- Marking various end of year national examinations.

Mbouda Government bilingual secondary school, Mbouda-banock Government bilingual secondary school, Bamendjingha Government secondary school and Tsintsuet Government secondary school - Cameroon  
From August 2007 to august 2014

**Responsibilities: Computer science teacher, pedagogic supervisor and computer lab manager**  
(Same as previous) and furthermore:

- Organizing time table of all computer science and IT teacher staffs for lab access with their various classes.
- Reporting weekly to administration all kinds of issue and the solutions used to solve it.
- Accounting and saving IT equipments.

**Rvinfonet and SERDIF vocational evening school- Cameroon** from May 2010 to January 2022

**Responsibilities: Computer maintenance course teacher**

- Providing IT maintenance course and experience to evening students in order to cultivate a positive IT work environment.
- Helping them to write end of year national vocational examination with confidence.

**EXPRESS UNION BANK Douala-Cameroun**

From June 2006 to July 2007

**Responsibilities: IT technician or technician support in charge of south west and littoral regions**

- Choose quality and best performance IT equipment for a fastest bank environment.
- Ensure preventive maintenance on all IT sectors to avoid customer wasting time.
- Deliver troubleshooting solutions and console operators experiencing difficulties with the hardware, software and some network connectivity.
- Provide on phone or online support for the operators and delegate some tasks to appropriate.
- Facilitate the operation of IT resources improving to users satisfaction.
- Implement improved assessment and analytical techniques for further achievements of identified department goals.
- Drive enhanced performances figures for the IT team and department to meet stated management expectations and relevant standard.
- Install and repair troubleshoot from operating systems and applications.

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## EDUCATION

High school degree in Economy –UNIVERSITY Douala-Cameroun  
IT Support technician certificate – IPDSAI- Douala-Cameroun

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## SKILLS AND OTHERS

Excellent in writing and speaking French, Good in writing and speaking English and fairly good in speaking and writing German.

Two times awarded the certificate and price as best teacher among more than 150 staffs in 2 different schools.

Able to use advanced functions of Microsoft office Excel, Word, Powerpoint and many others applications programming in HTML and JavaScript languages program.

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## LEISURE

**Sport: regular footballer .**