

Maryam Chukwu

Store Keeper

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PROFESSIONAL SUMMARY

Careful store keeper with 5 years of experience receiving, storing and issuing goods with accurate records.

KEY SKILLS

- Stock control
- Receiving and issuing
- Bin cards and stock records
- Stock counts
- Warehouse safety
- Excel and inventory software

WORK EXPERIENCE

Store Keeper, Brightwave Services Ltd, Port Harcourt · 2024 to Date

- Manage a store holding N300 million of materials
- Keep stock records with 99% accuracy at every count
- Receive goods and check them against orders

Store Assistant, Northgate Allied Ltd, Port Harcourt · 2021 to 2024

- Issued materials to departments with signed requests
- Arranged the store for easy picking
- Reported slow-moving and damaged items

EDUCATION

OND Purchasing and Supply

Federal University of Technology, Akure · 2020

Government Secondary School, Port Harcourt · WAEC/SSCE · 2015

CERTIFICATIONS

- Inventory management certificate

PERSONAL DETAILS

Languages: English, Yoruba, Hausa · NYSC: Completed 2021

REFEREES

Available on request.