



**FREDRICK UCHE**

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*Availability: Immediate*

### **PROFILE**

An ardent warehouse & facility manager with history of working with a cargo and shipping company in Bahrain with demonstrated skills and experience in warehouse management, store & record keeping, 30 ft container loading and unloading, facilities and equipment keeping & maintenance, store cleaning etc. Experience in supervising and managing team of store keepers & proper equipment documentation and record keeping to satisfy managements objective.

### **OBJECTIVE**

To add value to the management's vision and purpose of engagement while improving my skill and

## **WORK EXPERIENCE**

### **◆ Smart Express Cargo**

**Qudaibiya Avenue, Manama ----- Oct. 2022 till date...**

**Role: Store Tools & Record Support Officer II**

#### **Main Duties:**

- > To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- > To ensure accurate accounting of the materials, equipment and quality record keeping for audit purposes.
- > Ensuring proper safety & precautionary measures are put in place for the safety of the store building, materials in the store and the men working in the store.
- > To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
- > To ensure that the store kept clean and maintained.
- > Loading of 30ft containers for onward shipping to the Philippines
- > To stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
- > To ensure a smooth issue of materials to other departments upon management's instruction.
- > Ensuring a favorable working atmosphere is maintained for the smooth run of the store.
- > To receive the materials ordered by the purchase department (in case of Decentralized system) and supplied by the vendors in a proper maintains as per the laid down procedure.
- > Control and secure the tools in store to prevent pilfering



learning new techniques in service delivery.

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### SKILLS

- > Ms word proficiency for report writing
  - > Ms excel & accounting
  - > Administrative Support
  - > Leadership and Teamwork
  - > Experience 6wheel truck & forklift driver with Bahrain License
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### EDUCATION

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- > **Bachelor Degree (B.Sc) in Estate management**  
*Abia State University, Uturu Nigeria*  
*2010 – 2015*
- > *West African Senior School Certificate Examination 2003 – 2009*  
*(high school cert)*

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### VOLUTEERING

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Covid 19 Palliative Distribution Worker to Poor and Under Privileged Families Living in West Africa 2019 – 2021.

