

TUHEMBA CALEB KASHA

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Block 4 Room 5,
Bar Beach Police Barrack,
Victoria Island,
Lagos State.

CAREER OBJECTIVES:

To devote time to work and bring out hidden potentials toward advancement of organizational goal and objectives with experience and management skills.

PERSONALITY TRAIT:

- Ability to work with minimum supervision
- Team work and cooperation
- Self-motivation and target orientation
- Stress management and behavioral flexibility

KNOWLEDGE AND SKILLS:

- Inventory Tracking
- Knowledge Management
- EPOS software Navigation
- Discrepancy Resolution
- Time Management
- Attention to Detail
- Basic Google Sheet, MS Word and MS Excel
- Good Communication
- Product Knowledge

WORK EXPERIENCE:

- **Receiving Officer.**
Daytona Peoples Pharmacy and Store, Lekki Phase 1 2024---2026
Checked physical deliveries against purchase order. Validated supplier details, purchase order (PO) reference, items and pricing. Raised and tracked receiving discrepancies to resolution. Maintained invoice register. Entered received goods, GRNs and invoices in the inventory management system. Inventory control and storage. Worked closely with procurement and warehouse during requisition and inventory stock count. Managed time.
- **Tele sales Agent.**
Daytona Peoples Pharmacy and Store, Lekki Phase 1 Feb 2023-Dec 2023
Excellent communication skills. Inbound & Outbound Support. Achieved and surpass target. Addressed Customers Concerns. Excellent Customer Service. Recorded customers information in database. Upselling & Cross Selling. Informed customers about promo or new products. Processing payment, Ticketing and Invoicing.
- **Direct Sales Agent.**
Rex and More Global Company, Lekki Phase 1 Jan 2022-Dec 2022
Lead Generation. Product Promotion. Maintained a good relationship with

both new and Existing customers. Meet monthly sales target. Record daily sales activities.

- **Store Officer.**

- Kravyns Bakery Gboko, Benue State**

2019---2021

- Managed inventory levels and ensured stock availability.

- Properly handled and stored goods to prevent damage. Conducted regular stock count to identify and fix the discrepancies. Labeled products for easy identification.

- Facilitated timely acquisition of stocks to minimize run out. Stock transfer.

- Promoted safe working environment. Maintained accuracy and managed time.

EDUCATION:

- Diploma in Disaster Management

2023

- La Plage Meta Verse.

- Environment, Health and Safety (Certificate Course)

2023

- La Plage Meta Verse.

- National Diploma, Business Administration and Management

2012

- Nasarawa State Polytechnic, Lafia.