

USEMWINYAKHI SHEDRACK

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Professional Summary

A dynamic and dedicated professional with proven working expertise in inventory management, adept at data reporting in the food industry. I streamlined processes that enhances efficiency and accuracy, commitment to exceptional customer service while effectively managing stock control.

Deligent professional with superior work ethics and friendly demeanor. Customer-focused employees with commitment to quality assurance and a serene atmosphere for customers.

EDUCATION

BEDTEC Technical Education/ Building Education,

Ambrose Alli University, Ekpoma.

Teacher's Registration Council of Nigeria

WAEC Aideyan Memorial Academy

2023

2023

2018

WORK EXPERIENCES

1. Flux Club & Lounge, Oghara

08/2025 – Current

Inventory and Account Management.

- Analysis of the inflows and outflows of company stocks.
- Manage inventory levels to ensure adequate stock for daily operations
- Coordinate with suppliers to receive and inspect incoming shipment for quality assurance.
- Develop report on inventory status to support decision-making for upcoming events.
- Prepare purchase order based on usage trends and stocking requirements.
- Opening and closing of daily sales account.

2. Meg's Catering Services

03/2022— Current

Event Volunteer

- Coordination with team members to ensure good service during event.
- Support the team in food preparation and presentation tasks.
- Provide informations about the events and answered questions from attendees.
- Welcoming of guests to event venue as an event usher.
- Serving of food and beverages during peak event hour.
- Monitoring of crowd flow throughout the duration of event.
- Ensured that all equipments used was properly stored following each activity season.

3. Spotrite Eatry

03/2022 — 06/2022

Bartender/Waiter

- Prepared and served a variety of beverages to customers.
- Following safety and sanitation guidelines for food handling.
- Welcoming of customers and providing excellent customer services.
- Operated cash register and Point of Sales (POS) system for transactions and made proper change for cash transactions.
- Resolve customer complaints in a professional manner.
- Manage bar area, handle inventory, account, regulation, compliance and customer relationship.

GENERAL SKILLS

- Microsoft Office Suit (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Gmail, Google Drive, Google Docs, Google Sheets)
- Inventory Analysis and Account Management
- Proper Storage protocol
- Stock Control

- Good Communication
- Staff Supervision and Team Collaboration.
- Customer Relationship management
- Content Creation
- Media Management
- Digital Marketing Skills
- Confidentiality and Discretion.

REFERENCE

Available upon request.