

UDE AMARACHI EMEKA

Tel: 08148771747 **Email:** finessamara@gmail.com **Address:** 13 Ojolade Street ,Gbgada,
Lagos State

PROFESSIONAL SUMMARY

Detail-oriented Inventory Manager with over 4 years of experience in stock control, inventory tracking, and hospitality operations. Proficient in digital inventory systems including Odoo, Orda Africa, and Posist. Known for reducing inventory discrepancies, improving operational efficiency, and supporting seamless business processes. A fast learner with strong organizational, analytical, and customer service skills.

CORE COMPETENCIES

- 1 Inventory Control & Stock Reconciliation
- 2 Inventory Variance Analysis
- 3 Data Entry & Reporting
- 4 Customer Service Support
- 5 POS & ERP Systems
- 6 Team Collaboration
- 7 Problem Solving

WORK EXPERIENCE

Inventory Manager – Bukka Hut Hospitality (2024 – 2026)

- 1 Managed inventory systems to ensure accurate stock levels across operations
- 2 Reduced inventory discrepancies through regular stock audits and monitoring
- 3 Oversaw stock movement, reconciliation, and reporting
- 4 Utilized Odoo, Orda Africa, and POS systems for inventory tracking
- 5 Coordinated with procurement and operations teams to maintain stock efficiency

Storekeeper – Bukka Hut Hospitality (2021 – 2023)

- 1 Maintained accurate records of stock inflow and outflow
- 2 Conducted routine stock checks and ensured proper storage practices
- 3 Minimized stock discrepancies through proper monitoring
- 4 Supported daily store operations and documentation

Sports Director (Departmental Role)

- 1 Led and coordinated departmental sports activities
- 2 Managed team participation and event organization
- 3 Demonstrated leadership, teamwork, and coordination skills

KEY CONTRIBUTIONS

- 1 Supported transition from manual to digital inventory systems
- 2 Identified stock loss issues and improved accountability
- 3 Enhanced efficiency in inventory tracking processes

EDUCATION

Higher National Diploma (HND), Urban and Regional Planning

Federal Polytechnic Nekede, Owerri, Imo State

National Diploma (ND)

Akanu Ibiam Federal Polytechnic, Unwana, Ebonyi State

TECHNICAL SKILLS

- 1 Odoo ERP
- 2 Orda Africa
- 3 Posist POS System
- 4 Microsoft Excel (Basic)
- 5 Inventory Management Software

PERSONAL ATTRIBUTES

- 1 Highly organized and detail-oriented
- 2 Fast learner with strong adaptability
- 3 Reliable and accountable
- 4 Strong communication skills

NYSC STATUS

To be updated

REFERENCES

Available on request