

PRINCE LOVEDAY

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Student

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SUMMARY

An established individual with successful background in deferent endeavours and life experienced in so many other skills picked up through out my life time.
Making myself suited for many roles in an establishment
Employing me is employing majority
Also skilled in software developer with some years of experience designing, developing, and deploying applications and web site.

EDUCATION

Master of Science

Masters Degree in Computer Science
2023 – Till Date

Bachelor of Engineering

Bachelors Degree in Computer Engineering
2011 – 2018

SKILLS

- Strong problem-solving
- Analytical skills
- Experienced in Business Management
- Powerful Organization Skill
- Attention to detail
- Experienced Driver
- Communication

CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

PROFESSIONAL EXPERIENCE

Warehouse Operative

Kendu Supply Chain | 2021 - 2023

Oversee all warehouse operations, manage inventory levels, and continuously improve warehouse processes and efficiency. Supervise warehouse operatives to process all incoming and outgoing merchandise, ensuring timely and accurate dispatch of goods. Coordinate and liaise with logistics teams to optimise delivery schedules.

- Implemented new safety program that led to 35% reduced waste and 60% reduced lost-time accidents.

Executive Assistant

Dangotee Storage Co. | 2019 - 2021

Processed incoming stock and materials, prepared and packed orders for shipment, conducted regular stock checks and assisted with inventory management. Operated such as forklifts and pallet jacks to move and organise goods. Upheld and maintained a clean and organised work environment while adhering to health and safety regulations.

- Reduced operational expenses by up to 10% using effective stock transfers and new inventory management processes.
- Implemented a double-check system for picking and packing orders, improving order accuracy by 15%.

Driver

Gift International Model School | 2017 - 2019

School bus driver of the school mentioned for year and with good skill in driving while picking up the skill in managing people

Sales Specialist and Representative

Dangotee Stores | 2011 - 2017

As a forward-thinking sales person with 5+ years of experience and sales, I know firsthand the importance of empathy and attentiveness in closing a deal. Seeking a sales role where I can continue to foster and hone these traits as I continue to grow within an accomplished sales organization like Pitney Bowes.