

NDUH PRINCEAUGONUS CHINAGORUM

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Location: Owerri, Imo State

PROFESSIONAL SUMMARY

Detail-oriented and results-driven **Inventory Manager** with over 8 years of professional experience in inventory control, stock management, retail operations, and team leadership. Proven ability to monitor inventory levels, optimize stock movement, maintain accurate records, and coordinate with vendors to ensure efficient supply chain operations. Skilled in data entry, reporting, loss prevention, and operational efficiency. Adept at using organizational and analytical skills to improve inventory accuracy and reduce costs.

CORE COMPETENCIES

- Inventory Management & Stock Control
- Warehouse Operations
- Supply Chain Coordination
- Vendor & Supplier Management
- Data Entry & Record Keeping
- Inventory Auditing & Reporting
- Team Leadership & Staff Supervision
- Product Receiving & Dispatch
- Loss Prevention & Quality Control
- Microsoft Office & Inventory Software

PROFESSIONAL EXPERIENCE

Restaurant Manager | Seafood Korner, Asaba | 2025 – 2026

- Managed stock procurement, inventory records, and supply replenishment.
- Monitored stock usage and reduced wastage through improved tracking systems.
- Coordinated vendor payments and maintained supplier relationships.
- Conducted regular stock audits to ensure inventory accuracy.

Data Entry Specialist | Dream Delight | 2023 – 2025

- Maintained accurate records of inventory data and business transactions.

- Performed data verification and quality control checks.
- Generated inventory and performance reports for management decisions.
- Improved database organization and reporting efficiency.

Assistant Restaurant Manager | EatnGo (Domino's Pizza) | 2020 – 2023

- Supervised inventory levels and coordinated timely restocking.
- Managed product receiving, storage, and stock rotation processes.
- Conducted routine stock counts and reconciled discrepancies.
- Assisted in vendor coordination and purchase order tracking.

Sales Representative | SLOT Nigeria | 2016 – 2020

- Managed product inventory and monitored stock availability.
- Recorded daily sales and updated inventory movement logs.
- Assisted customers while ensuring accurate stock handling.
- Supported stock audits and product organization.

EDUCATION

HND Business Administration

Abia State Polytechnic, Aba | 2014 – 2019

WASSCE

Joemax Commercial Secondary School | 2007 – 2013

First School Leaving Certificate

Penielville Int'l Group of Schools | 2000 – 2006

PROFESSIONAL CERTIFICATIONS

- Alison Certificate in Data Entry
- Alison Certificate in Virtual Assistant
- LinkedIn Learning Certificate in Inventory Management