



Falcon Multi Services Ltd
201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	6639
Name	Jeremiah Oghenerukevwe Stephen
Date of Birth	1984-04-24
Salary (in USD)	3000/Per Month
Industry	Maintenance & Inspection
Sub Industry	Client Representative
Nationality	Nigeria
Primary Language	English,
Secondary Language	
Total Years of Experience	16

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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You said: Create a Warehouse Administrator job description and role in 200 words. ChatGPT said: Sure — here's a ~200-word Warehouse Administrator Job Description & Role you can use: Job Title: Warehouse Administrator Job Description: The Warehouse Administrator is responsible for supporting daily warehouse operations through accurate documentation, inventory control, and coordination of logistics activities. This role ensures that all warehouse records, deliveries, dispatches, and stock movements are properly tracked and reported while maintaining compliance with company policies and safety standards. Key Roles and Responsibilities: Maintain accurate inventory records using warehouse management systems and spreadsheets. Prepare and process delivery notes, goods receipt notes (GRNs), stock transfer forms, and dispatch documents. Coordinate with logistics, procurement, and operations teams to ensure timely receipt and shipment of goods. Monitor stock levels and report shortages, damages, or discrepancies. Support physical stock counts and audits. File and organize warehouse documentation for easy retrieval. Ensure compliance with health, safety, and warehouse procedures. Respond to internal and external queries regarding stock status and deliveries.

Member Nigeria Institute of Management. Fellow Member, Chartered Institute Logistics and Supply Chain Management. Member, Africa Center for Supply Chain.

Education Summary

Course	University	Passing Year	Country
Procurement and Supply Chain Management	Anan University	2025	Nigeria

Career Summary

Position	Employer	Country	From	To
Warehouse Administrator	Alkhorayef Petroleum	Kuwait	12/2023	02/2026

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)