

**Kossi Segbeaya**

**AZIANOUKOU**

WAREHOUSE MANAGER/

ACCOUNTANT

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Adress : Avenue Joseph Brahim Seid

**Ndjamena – Tchad**

## **PROFILE**

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Responsible for inventory and warehouse management for a period of 5 years and for 3 years already until today I work as an accountant. Endowed with a sense of leadership and flawless rigor, my acquired experiences allow me to be seasoned, innovative, methodical, orderly in teamwork.

## **PROFESSIONAL EXPERIENCES**

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### **ACCOUNTANT**

December 2020 – Aujourd’hui

Evame - Chad, Ndjamena – Chad

- Maintaining and daily monitoring of customer and supplier account statements
- Daily journal keeping
- Processing and payment of supplier invoices
- Calculations and preparation of paychecks for service provider invoices
- Daily cash management (cash and bank)
- Monthly tax declaration and payment of employee social security contributions

### **STOREKEEPER AND PARTS CLERK**

November 2015 – December 2020

Evame – Chad, Ndjamena – Chad

- Prepare the order for items currently out of stock
- Greet customers at stores and fulfill their orders
- Ensure the release of items based on the purchase order
- Monitor unloading in warehouses with particular attention
- Organize the warehouse or storage space
- Establish the naming and labeling of stocks
- Sometimes boxes of parts are lifted
- Monthly inventory inventory

## SKILLS

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- Leadership and perfection
- Teamwork and under pressure
- Very dynamic, enthusiastic, rigorous in the execution of tasks
- Rapid adaptation of work environments
- Ability to lead a team of several workers
- Work organization and punctuality
- Physical ability to lift weights
- Mastery of IT tools: Word, Excel, and Outlook
- Bilingual: French and English

## EDUCATIONS

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- **Diploma : Brevet de Technicien Supérieur** 2021  
**Business administration and management**  
Francophonie University of Ndjamená - Chad
- **Diploma : French-speaking Baccalaureate G2** 2010  
**Quantitatives management technique**  
ORA and LABORA polytechnic complex of Lomé - Togo

## TRAINING

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- **MOOC CITIZEN CONNECTION** 2020  
**Community Engagement And Open Government**  
French Développement Agency and CFI MEDIA
- **RED CROSS** 2023  
**First Aid**  
Chadian Red Cross

## LANGUAGES

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- French – English