



# CHANTELLE MUNJOMA

## CONTACT

- DUBAI, UAE
- +971 55 3761 963
- c.munjoma@hotmail.com

## EDUCATION

2016-2018

CITY AND GUILDS LONDON  
INSTITUTE

- Early Years Educator

## NATIONALITY

- British, UK

## LANGUAGES

- English (Proficient)

## PROFILE

Experienced in customer account management, logistics, and order processing, with a strong focus on military and commercial contracts. Knowledgeable in SAP repair orders, ERP systems, and compliance with trade regulations. Adept at optimizing procurement, transportation logistics, and stakeholder coordination while ensuring efficiency and accuracy in fast-paced environments.

## WORK EXPERIENCE

### ■ Career Transition

JANUARY 2025-PRESENT

- Relocated from Doha to Dubai due to family circumstances.
- Actively exploring job opportunities in Dubai.
- Currently residing in the UAE under a spousal visa.

### ■ Gulf Areospace Solutions

DECEMBER 2021 - DECEMBER 2024

#### Customer Account Coordinator, QATAR, QA

- Serve as primary point of contact for external military and commercial contracts.
- Investigates, coordinates, and resolves customer problems with purchase orders.
- Ensure SAP repair orders include shop instructions as per PO for job cards usage.
- Monitor KPIs for the preparation and use of monthly, quarterly, and annual reports.
- Ability to explain Teardown Reports to accurately communicate to customers.
- Arrange and coordinate meetings with internal stakeholders, including engineering, procurement, and leadership, as well as customers.

Customers: Boeing, Qatar Emiri Air Force, Qatar Emiri Flight, Amentum

### ■ OFSTED

AUGUST 2020 - OCTOBER 2021

#### Trainee Officer, UNITED KINGDOM, UK

- Conducted site visits, documented findings, and contributed to organizational reports.
- Collaborated with inspectors and stakeholders to gather insights on customer base.
- Engaged in professional development while adapting to varied educational settings.
- Supported inspection preparation by reviewing documentation, analysing data, and ensuring organizational compliance.

## SKILLS

- Order Management & Logistics Coordination
- Export Documentation & Customs Compliance
- ERP Systems Expertise
- Microsoft Excel (Advanced), Microsoft 365 Office (Word, PowerPoint, Excel)
- Risk & Compliance Management
- Customer Relationship Management & Stakeholder Coordination

## REFERENCE

Available upon request