**CURRICULUM VITAE   
ABUBAKAR**

[**ABUBAKAR.145875@2freemail.com**](mailto:ABUBAKAR.145875@2freemail.com) UAE

**PERSONAL DETAILS:**

Gender : Male  
Date of Birth : 7/12/1990  
Nationality : Uganda  
Marital Status : Single

**OBJECTIVE**To obtain a customer service management position ina logistics and supply chain field in a large company to apply my experience and computer knowledge in handling customer inquiry.To achieve a challenging and rewarding career where in my skills, abilities and experience would be of a great value and offers professional growth while being resourceful, innovative and flexible.  
**KEY SKILLS AND STRENGTHS**

* Microsoft Excel, Word, Power Point, Outlook, Internet, Software’s Installation.
* Efficient in handling warehouse operations.
* Detail-oriented with extraordinary problem-solving skills.
* Good in calculating numbers, and interpreting purchase orders and invoices.
* Skilled in receiving freight, shipping, maintaining and tracking inventory.
* Experience in organizing inventory to maximize store space.
* Excellent typing speed and data entry skills.
* Effective communication and interpersonal skills.
* Expert in wrapping, boxing, labeling and maintaining logs.
* Possess great physical strength and agility

**WORK EXPERIENCE**

**January 2014 – DECEMBER 2016**

**Position : CUSTOMER SERVICE/ FRONT DESK**

**Location : United Arab Emirates (Dubai)**

**Duties and responsibilities:**

* Welcoming guests, greeting and offering them assistance.
* Checking in and out of visitors.
* Monitoring the CCTV cameras.
* Answering calls and switching them to respected people
* Directing guests to their destinations
* Answering visitor’s inquiries about the company and its services.
* Data entry and maintaining records.

**Company: FENIX INTERNATIONAL, UGANDA, KAMPALA,  
Designation: LINE OPARETOR, 1 year.  
Accomplishments:**

* Organized the delivering of smooth configuration of the ReadyPay solar units.
* Ensuring a good working environment and relationships of the warehouse and members respectively.
* Created daily reports about what has taken place during each working day at the warehouse.
* Responsible for keeping good stock allocation in the warehouse.
* Trained new workers to operate the computer application

**Company: Lady Charlotte (Fashion Store) Kampala, Uganda   
Designation: Fashion Retailer 15 months.**http://www.ladycharlotteug.com/wp-content/uploads/2014/09/standard-logo.png **Accomplishments:**

* Actively greeting customers and maintaining a level of conversation during their store visit
* Dealing with all customer complaints in a professional and courteous manner.
* Accurately processing all methods of payment.
* Making sure the store is clean, tidy and safe at all times.
* Sourcing major and unique fashion shows and events.
* Attending and representing the business at trade shows and external events.

**ACADEMIC QUALIFICATION**

* **POST GRADUATE DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT**Institution : WESTFORD SCHOOL OF MANAGEMENTCity, State :Dubai, UAEGraduation Date : October, 2016
* **Diploma In BUSINESS ADMINISTRATION**Institution : CAMBRIDGE INTERNATIONAL COLLEGE  
  City, State : St Peters, UKGraduation Date :November, 2016
* **SAP MATERIAL MANAGEMENT**

Institution : Zabeel institute Dubai  
City, State : Dubai, UAE

* **MAKERERE UNIVERSITY UGANDA**

Institution :Makerere University

City,state :Uganda

Graduation date :23th Jan 2015

* A level certificate

**HOBBIES**:Playing Basketball, Swimming, Making Friends, and Listening to Music.

**REFEREES:**Available upon request

**DECLARATION**:I hereby declare that the above information is correct up to my knowledge and I bear the responsibilities for the authority of the same.