**RESUME**

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**Racheal**

**Email: racheal.150912@2freemail.com**

**PERSONAL PROFILE**

A recent graduate with a successful academic and work track record and, eager to join a promising team. Possess a desire to succeed, target driven, tenacious along with a first class customer service ethic and also persuasive thus, able to maximize revenue.

**PROFESSIONAL EXPERIENCE**

**FLITLINKS INTERNATIONAL LIMITED (U)**

**ASST.TRANSPORT MANAGER/CRO DISTRIBUTION**

**2014 – 2017**

**RESPONSIBILITIES;**

* Allocating trucks to collect consignments from the clients upon transport request.
* Supervising the loading of cargo at the client’s warehouse dispatch bay
* Ensuring the drivers carry along all the necessary documents i.e. loading list, sales delivery note and tax invoice.
* Briefing drivers on the customer service they ought to exhibit while out in the field.
* Handling drivers’ welfare when in the field.
* Following up on the drivers and updating are client on the distribution status.
* Handling any queries from the drivers while in the field and at office.
* Conducting weekly report on the distribution status.
* Returning original documents to the client after completing the job and forwarding duplicate copies to the accounts department for invoicing.

**KEY COMPETENCIES AND SKILLS**

* Strong team work.
* Confidentiality.
* Excellent interpersonal and communication skills.
* Computer knowledgeable.
* Good time management.
* Excellent customer service skills.
* Highly reliable, flexible and accountable.

**LANGUAGES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Proficiency level** | | |
| **Reading** | **Writing** | **Speaking** |
| English | Excellent | Excellent | Excellent |
| Swahili | Excellent | Excellent | Excellent |

**ACADEMIC QUALIFICATIONS**

**2013 – 2016 BA Procurement and Supply Chain Management**

Makerere University Business School - Uganda

**2011 - 2012 Advanced Certificate of Education (A’ Level)**

Iganga Girls School

**2007 - 2010 Ordinary Certificate of Education (O’ Level)**

Dabani Girls Secondary School

**INTERESTS AND HOBBIES**

* Reading.
* Touring.
* Camping.
* Sports.

**References available upon request.**