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**First Name of Application CV No 1661124**

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**RESUME**

**BIO DATA**

**STATUS**  : **Single**

**DATE OF BIRTH**: **20th/ Jan/ 1980**

**PERSONAL OBJECTIVE**

The key strength is striving for, a continuous excellence in managing inventory and stock levels. I am to provide exceptional contribution to customer service care and to all clients. I am looking forward to attain advanced training, special certifications and work expertise in a company or organization I will grow with.

**EDUCATIONAL BACKGROUND**

**PERIOD INSTITUTION OF LEARNING AWARD**

**2001-2003 KYAMBOGO UNIVERSITY DIPLOMA IN EDUCATION.**

**2001-2002 BUKOTO BUSINESS INSTITUTE ACCOUNTING TECHNICIAN CERTIFICATE.**

**2001-2001 MITYANA BUSINESS INSTITUTE COMPUTER CERTIFICATE.**

**1999-2000 ST.MATIA MULUMBA SECONDARY SCHOOLS ADVANCED CERTIFICATE OF EDUCATION.**

**1994-1998 BWEYOGERERE SECONDARY SCHOOL ORDINARY LEVEL CERTIFICATE OF EDUCATION.**

**WORK EXPERIENCE**

**PERIOD ORGANISATION POSITION TEAM number**

**2004-2005, NAKUMATI HYPER SUPERMARKET. WAREHOUSE ATTENDANT**

**2006-2008. MUKWANO GROUP OF INDUSTRIES. WAREHOUSE SUPERVISER 08**

**2012-2015 ENGINEERING SOLUTIONS LTD (U) WAREHOUSE ASSISTANT SUPERVISOR. 11**

**SKILLS AND ABILITIES**

* **HANDLING INVENTORY CONTROL .**
* **ABILITY TO COMMUNICATE EFFECTIVELY.**
* **COMPUTERIZED INVENTORY SKILL.**
* **DETAIL ORIENTED AND, HARD WORKING.**
* **LEADERSHIP SKILLS.**
* **ORGANIZATION SKILLS.**
* **RELIABILITY AND INTEGRITY.**
* **TEAM BUILING SKILL.**
* **WILLINGNESS TO LEARN**
* **READY FOR SHIFT ROTATION**

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**MAJOR RESPONSIBILITIES AND DUTIES:**

**RECEIVING: 1**. Supervise receipt of all shipments. Process receiving, discrepancy, and damage reports as needed.

**2**. Move inventory to various locations manually and by operating mechanical equipment, including fork lift, pallet jack, and handcart.

**3**. Load and unload delivery truck by hand or with pallet jack.

**4**. Assume responsibility for delivery of all items received by warehouse to proper school or department on a daily basis.

**5**. Evaluate complaints received on shipments of equipment and supplies and take appropriate action. **Inventory:**

**6.** Supervise warehousing and storage of all supplies, equipment, surplus classroom furniture and equipment, certain school records, and consumable materials.

**7.** Supervise maintenance of computerized inventory records.

**8.** Initiate all purchase requests to keep stock items available at all times.

**9.** Maintain catalog of all items available from warehouse and furnish current catalogs to all schools and departments.

**10**. Develop and recommend procedures for orderly replacement of existing movable equipment as it becomes obsolete or deteriorates. Personnel

**11.** Supervise, evaluate, and train employees assigned to warehouse.

**SAFETY:**

**12**. Direct and maintain a safety program for all employees assigned to warehouse.

**13**. Initiate and maintain proper and necessary safety and fire prevention equipment within warehouse as prescribed by law and school policy.

**14**. Operate tools, equipment, and machinery according to prescribed safety procedures.

**15.** Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.

**16**. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

**OTHERs:**

**17**. Participate in budget development and exercise budgetary control over warehouse operations.

**19**. Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Facility Services Department.

**SUPERVISORY RESPONSIBILITIES:** Supervise and evaluate warehouse worker(s). Equipment Used: Computer, ladder, dolly, scaffolding, fork lift, pallet jack, box knife, and small hand tools.

* Supervise day-to-day operations in a warehouse.
* Supervise loading and unloading operations.
* Prepare shipping documentation and other related paperwork.
* Supervise forklift and pallet jack operations.
* Order, receive and maintain equipment, materials and tools.
* Supervise counting, weighing and identifying of materials meant for shipment.
* Check materials against customer orders, picking lists and billings.
* Develop annual department budget.
* Check and verify materials in warehouse periodically.
* Maintain records of equipment, materials and products.

**LANGUAGE SPOKEN**

* **English : Excellent Writing, Reading and Speaking**
* **Arabic : Writing , Reading and some spoken**
* **Swahili : Reading, Reading and some spoken**