**RÉSUMÉ / CURRICULUM VITAE *FOR* MUTTU ALEX MARVIN**

**Languages: English (Excellent), Swahili (Learning)**

**Professional Profile:**

A reliable and enthusiastic person who has acquired vast practical & theoretical knowledge and experience in warehousing/store management, Logistics & shipping, management and also capable of taking on any other responsibilities and duties assigned.

**Career Objective:**

To provide logistics support (warehousing, transport, production & export and import) so as to strengthen my capacity, experience and managerial skills while contributing to the expected results of my potential employers as well as exploring other opportunities which can add to my growth and development.

**Key Skills:**

* Transport Planning, dispatches, receiving & warehouse management.
* Communication, Negotiation, Reporting & Interpersonal etiquette
* Leadership, Teamwork and Motivation
* IT; Troubleshooting Hard & soft ware
* Computer Proficiency; MS Office / SAP-SD / ErP / Internet / Email
* Handle FMCG / Dry Food / Perishable
* Quick Learner, Analytical & Flexible
* Customer / Client Service

**Leadership skills & Knowledge Achieved:**

* Set and achieve goals
* Communicate clearly
* Manage time: Priorities, plan, prepare and prevent problems
* Manage conflict: Conflict of ideas, personalities and poor behavior
* Self-motivate; personal motivation, personal confidence, personal initiative
* Motivate others. Inspire motivation, inspire confidence, and inspire initiative

**Work Experience:**

**2014 Feb - March 2016**

**Designation: Logistics Assistant**

**Organization: Ansle Investments Limited**

**Department: Logistics**

**Key Duties:**

* Ensure proper accountability of all materials in the warehouse/store
* Daily and monthly Stock reconciliation
* Purchase stock from the respective different suppliers and manufacturers
* Inventory management and control
* Prepare dispatch/receiving reports weekly
* Records management
* Provide excellent customer service in order to build and maintain a strong relationship with customers.
* Manage and plan Receiving and dispatches of materials/stock for easy replenishing.

**2012 April - 2014**

**Designation: Shipping/Warehouse Supervisor**

**Organization: Sameer Agriculture & Livestock Ltd (Fresh Dairy)**

**Department: Logistics**

**Key Duties:**

* Coordinate inbound and or outbound activities
* Prepare, organize with customer/sales support the logistic of all customer orders on a daily basis
* Reconciliation of physical and system stock on a daily/weekly/monthly basis
* Coordinate with different departments regarding stock status, requisitions and availability
* Assist and advise the production department in the finished goods planning
* Responsible for all of the dispatching, routing, and tracking of delivery vehicles
* Responsible for the planning, documentation and supervision of Export consignments as per shipping instructions.
* Manage order fulfillment process from order taking through delivery.
* Inventory management and control.
* Maintain a well-organized filing system with relevant supporting documentation and approvals
* Warehouse management
* Manage/Plan and account for the received and dispatched stock (finished goods) physically and the system in a timely and efficient manner for easy replenishing.
* Implement and administer a system that respects security and conforms to company and safety, health, housekeeping & sanitation related regulations within the warehouse.
* Human Resource management

**Achievements as a Warehouse Supervisor:**

* Ensured adherence to use of stock system procedure and to all company procedures relating to the warehouse and successfully increased efficiency by 80%.
* Provided guidance to the internal SALL team in conducting and supervising SALL Operation functional activities pertaining to warehouse management, stock management & control processes, which effectively enabled the smooth running of the department
* Supervised a team of six personnel (Ugandans) involved in warehousing, dispatches and invoicing
* Improved on team work , competencies like time management & better communication
* Reduced pilferage and theft within the warehouse/store by 45%
* Increased turnaround time and better management of space of inventory
* Upheld health and safety measures within the warehouse/store
* Zero obsolete and damages of stock/materials ( UHT milk and powdered milk )

**April 2011 - Mar 2012**

**Designation: Shipping Assistant / Data Clark**

**Organization: Sameer Agriculture & Livestock Ltd (Fresh Dairy)**

**Department: Logistics**

**Key Duties:**

* Create/change orders, GRNs and requisitions
* Data Entry & Extraction and analysis (goods dispatch & Returns) using ErP/SAP/Excel
* Ensure proper accountability of all materials in the store and cold Rooms
* Packing/unpacking, labeling the products and stacking shelves
* Ensure all stock dispatched is delivery to final destinations
* Receive stock in the stores , cold rooms and issue/dispatch accordingly as per LPOs
* Prepare stock for local (Kampala) and upcountry loading accordingly
* Ensure all stock transfers are executed both physically and system
* Prepare received/dispatch and reconciliation reports on daily basis

**Achievements as a Shipping Assistant / Data Clark:**

* Ensured adherence to use of stock system procedures relating to the warehouse through ledger books, excel and ErP
* Prompt and accurate data entry on daily basis.
* Timely Dispatches and entry of returns of stock (Milk Products)

**Education Details:**

**2009** **Cisco Certified Network Association (CCNA)**

Makerere University Kampala

**2004** **Advanced Certificate**

Kiira High School, Jinja

**2001** **Ordinary Certificate**

Nyenga Sen. Sec. School, Mukono

**Personal Details:**

**Date of birth, Nationality** 08 December 1984, Ugandan

**Driving** Auto-mobile / Motorbike / Forklift

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