**RESUME**

**Name**  : Nakanwagi

[Nakanwagi324257@2freemail.com](mailto:Nakanwagi324257@2freemail.com)

**CAREER OBJECTIVE**

I am focused ,self motivated and result oriented individual with high sense of responsibility and dedicated to work with minimal or no supervision .Adaptable to new environment , social ,punctual ,flexible ,team player ,willing to learn and take instructions from seniors.

**EDUCATIONAL BACKGROUND**

* Diploma in Business Management.

**MUBS**

* Uganda Advanced Certificate of Education (UACE)

**LEXLAX COMPUTER CENTRE**

* Uganda Advanced Certificate of Education[UACE]

**Baptist High School.**

**PERSONAL EXPERIENCE**

Keeping up to date with all and accurately counting and reconciling the till float.

* Accurately processing all methods of payment
* Knowledge of supply chain management and related fields.
* Have excellent numeracy, literacy and organizational skills.
* Delivering excellent customer service to clients who visit the warehouse.
* Physically fit and able to lift and move heavy packages and objects.
* Ability to follow processes and procedure accurately.
* Experience of Excel and other specialist stock tracking software.
* Strong problem solving skills.
* A comprehensive understanding of safety procedures.
* Minimizing stock loss

**UNILIVER UGANDA COMPANY- Sales Executive(2015-Oct 2016)**

***Major responsibilities***

* Welcoming, attending to customers and advising them
* Taking care of the showroom display and ensuring its cleanliness
* Aid customers in locating merchandise
* Provide information and assistance regarding our services
* Maintaining on awareness of all promotions and advertisements
* Display maintenance and housekeeping.
* Maintain solid product knowledge and all other aspects of customer service
* Communicate customer requests to management
* When not assisting customers, may arrange product displays, stock shelves and take product inventory
* Setting company’s goals and targets for up selling and see that they are met
* Making sure that all the clients are attended to their needs as quickly as possible.
* Doing the best to make sure that I go an extra mile to satisfy the customers and minimizing their complains by giving professional services.

**Delight handbags**  – **Warehouse Assistant ( 2010- 2014)**

***Major responsibilities***

* Receiving, moving, checking and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Packaging and labelling products before they are dispatched.
* Helping to ship out over 500 lines every day.
* Picking and packing products.
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory processes are completed on the same day.
* Loading and unloading lorries, vans and other vehicles.
* Maintaining and servicing warehouse tool, machinery and trucks.
* Labelling goods that have arrived at the warehouse.
* Welcoming and helping clients who visit the branch.
* Contacting transport companies and coordinating dispatch and delivery with them.
* Preparing deliveries for the van drivers.
* Moving and organising stock.
* Ensuring a clean and safe workhouse for staff to work in.
* Storing stock away safely.
* Removing hazardous products from the warehouse.
* Occasionally selling goods over the trade counter.
* Signing off and replenishing stock.
* Monitoring stock levels.
* Moving items through the warehouse from receipt to despatch to customers.
* Occasionally delivering stock to shops and retail outlets.
* Accurately updating all data into computer and manual recording systems.

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* **PERSONAL ATRIBUTES**
* A good team player
* Adaptable to change and willingness to change
* Good in both written and oral communication skills
* Ability to remain calm in crisis situations and positive always.
* A positive can-do, take- charge attitude

**HOBBIES**

* Travelling
* Interacting with people
* Reading and Painting