

CURRICULUM VITAE

NAMES: MICHAEL

Date of birth: 18/01/ 1983

Sex : Male

Nationality: Ugandan

E-mail: Michael.329721@2freemail.com

Work Experience: Four (4) years and 4 months.

**OBJECTIVES:**

Am currently looking for a suitable warehouse assistant opportunity with a company that will allow me to develop my career & potential further by applying the acquired multi skills. I am a hardworking energetic person and possess the necessary knowledge for ware house Functioning and willing to learn more if given an opportunity.

**STRENGTH AND SKILLS**

* Relevant Shipping and receiving knowledge.
* Young, aspiring, hardworking and energetic in nature.
* Monitoring and Maintaining systematic and manual file records.
* Able to work well in a team / group or independently under minimal supervision.
* Quality Assurance and prevention of Loss.
* Perform assigned task with greater responsibility and honesty.
* Can work under pressure and meet deadlines.
* Excellent experience within an administrative position.
* Micro Soft Office Packages (MS word, Excel, power point).
* Leadership skills and innovative thinking.

**LANGUAGES SPOKEN:**

 Excellent written and Spoken English.

**PERSONALITY:**

* Smart, Energetic and Hard working.
* Helpful and polite.
* Willingness to learn.
* Willing to adjust with any change in work environment.
* Friendly and pleasuring nature.

**HOBBIES:**

* Swimming.
* Internet surfing including documentary.

**EXPERIENCES**

COMPANY: GALADARI ICE CREAM CO.LTD (LLC)

**POSITION**: ASSISTANT STORE IN CHARGE **April 2012 – August 2016.**

 **Duties and Responsibilities**

* Ordering stocks and making sure the stock is in good condition and balancing properly.
* Motivating, Leading and Directing Sales Team at all times.
* Responsible for arranging shifts for the staffs.
* Attending trade shows to identify new products and services.
* Making sure that policies from above are implemented by the Sales Team.
* Training and Coaching the Sales Team on selling Techniques.
* Working on daily report and monthly progressive reports.
* Work together and directly with the team to meet the daily sales target.
* Responsible for product and service presentation to clients.
* Making and receiving phone calls regarding various issues for the work place.
* Motivating fellow staffs, encouraging team work among members to ensure high productivity level and customer satisfaction.

**COMPANY: BIDCO GROUP OF COMPANIES (LTD)**

**POSITION : WARE HOUSE ASSISTANT 2009-2011**

* Price Tagging according to barcode
* Of loading and arranging the stock room while monitoring the stock levels.
* Maintaining and ensuring HSE at all times.
* Accurately updating all data into computer and manual recording systems.
* Receiving and issuing of goods to different locations.
* Carrying out inventory on a daily basis
* Labeling goods that have arrived at the warehouse.
* Monitoring team members to fulfill their duties.
* Pick and pack stock using hand held scanners for respective stores.

**ACADEMIC QUALIFICATIONS**

West ford school of management, **2016**  Post Graduate diploma in shipping and freight forwarding.

Makerere University, **2005-2008** Bachelor of science in education.

Makerere University, **2007**  Certificate in computer Applications.

Uganda Advanced certificate in education **2003 - 2004**

**REFERENCES** – Available on request

MICHAEL