

Contact HR Consultant for CV No: 340006

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**CAREER OBJECTIVE**

Seeking for a career with a progressive organization that will use my abilities, education, experience and expertise in an executive facility, where I can as well effectively contribute in terms of operation at any capacity that would match my skills and talents.

**EMPLOYMENT RECORDS**

1. ***May 2016 – January 2017*** MARDAV LOGISTICS, NAIROBI KENYA

**LOGISTIC ASSISTANT**

**JOB DESCRIPTION**

* + - * + Act as point of customer contact.
        + Manage liaison with suppliers and origin stations.
        + Provide shipment information to customers.
        + Liaison with different department with the company to facilitate shipments.
        + Assist in tracking shipments and providing alternative information.
        + Provide transportation information and manage billing information.
        + Helps in managing quality control by ensuring that all shipped orders are in good condition.

1. ***August 2015 – April 2016*** WIDELINK TOURS AND TRAVELS – NAIROBI KENYA

**CUSTOMER CARE SUPPORT**

**JOB DESCRIPTION**

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Open customer accounts by recording account information.
* Maintain customer records by updating account information.
* Resolves product or service problems by clarifying the customer’s complaint; determining the cause of the problem; selecting and explaining the best solution; expediting correction or adjustment; following up to ensure resolution.

1. ***February 2013 – April 2015*** ALGHANDI Electronics Dubai, UAE

**PHILIPS SALES MERCHANDISER**

**JOB DESCRIPTION**

* + - * + Generates Sales and achieves company targets. Includes Aids customers in purchasing merchandise.
        + Maintain housekeeping. Implement price revision, new offers and ensure all feature cards are in proper places. Observe pop’s, dangler, window display, brochures, flyers, leaflets and other showroom advertisement matters.
        + Responsible for the overall perpetual inventory of products. Prepare requisitions for the new incoming models and the most sellable items as stock replenishment.
        + Handle customer complaints and provides urgent solutions. Maintain monthly market competitor analysis.
        + Attend Meetings i.e. Retail Meet, Suppliers Training and New Product Launching.
        + Prepare daily, quarterly and annual sales reports.

1. ***October 2009 – January 2012*** COUNTRY VIEW TOURS - UGANDA

**TOUR GUIDE/ADVISOR**

**EDUCATIONAL ATTAINMENT**

DIPLOMA IN INFORMATION TECHNOLOGY BUSINESS (2005-2008)

**UGANDA INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY**

*HIGH SCHOOL (1999 – 2004)*

**OLD KAMPALA HIGH SCHOOL-UGANDA**

*PRIMARY (1993-1999)*

**KAMPALA PRIMARY SCHOOL-UGANDA**

**QUALIFICATIONS**

With more than 2 Years Local UAE experience. Hardworking, Responsible, Flexible, Self-motivated and Highly Energetic Individual. With Strong Artistic-Sense, Good Artwork and Creativity. Can work under pressure and meet tight schedule with minimal supervisions, has sense of commitment, Excellent Interpersonal and Good Communication Skills. Can deal with different kinds of people.

**SKILLS**

Knowledgeable in using computer and other Electronic equipments. Has broad knowledge in Sale strategies and store operations. Can perform programming jobs through MS office productivity tools i.e. Outlook, Word, Excel, and PowerPoint.

**PERSONAL INFORMATION**

AGE: 33 YEARS OLD

NATIONALITY: UGANDAN

CIVIL STATUS: SINGLE

BIRTH DATE: JANUARY 25, 1984

RELIGION: CHRISTIAN

LANGUAGE: ENGLISH, SWAHILI

WEIGHT: 190LBS

HEIGHT: 180CM

VISA: TOURIST VISA

**CHARACTER REFERENCES**

Available upon request.