# CURRICULUM VITEA

[Yahubu.365890@2freemail.com](mailto:Yahubu.365890@2freemail.com)

***BIOGRAPHICAL DATA***

First name : Yahubu

***Personal information***

Date of birth : 29th/09/1985

Place of birth : Uganda, kamuli district

Citizenship : Ugandan by descent

Visa status : Employment visa (2yrs )

Visa expire : Oct/2017

Gander : Male

Marital status : Single

**PERSONAL SUMMARY**

A multi-skilled, hardworking and efficient Dispatch assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material / stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

**DIPATCH ASSISTANT -** Aug 2015 to present

**CURRENT RESPONSIBILITIES**

* Arranges shipments by checking stock to determine inventory levels; anticipating delivery requirements; placing and expediting orders.
* Ships items by examining items, destination, route, rate, delivery time; ordering carriers.
* Verifies items shipped by matching bills of lading; reconciling quantities; noting discrepancies.
* Keeps customers informed by forwarding notice of item availability, shipment date and method, and current status; answering questions.
* Replaces damaged items, shortages, and misshipments by determining optimal response of replacement or credit.
* Protects organization reputation by keeping pricing, promotion, purchase order, and credit-limit information confidential.
* Updates job knowledge by participating in educational opportunities.

I also have UAE forklift driving license.

I have 3years of experience in driving forklift

**CAREER HISTORY**

**WAREHOUSE ASSISTANT** -    January 2012 – July 2015

**ARC International Middle East** under G4s from September 2012 to July 2014.

**Duties:**

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 labeling products before they are dispatch

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.

Using Mechanical Handling Equipment i.e. fork lift trucks to move goods around.

Accurately updating all data into computer and manual recording systems.

**PROFESSIONAL EXPERIENCE**

**Competencies:**

Have excellent numeracy, literacy and organizational skills.

Documentation Skills, Data Entry Skills, Telephone Skills, Informing Others, Listening, Verbal Communication, Multi-tasking, Dependability, Emotional Control, Reporting Skills

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.

A comprehensive understanding of safety procedures.

Minimizing stock loss.

Meeting tight deadlines

**Physical demands and abilities**

* Regularly sitting on a powered industrial truck
* Frequently lift up to 50 pounds and adjust body position to bend, stoop, stand, walk, turn, pivot, and stand for long periods of time
* Having a good sense of balance
* Having good eye-hand-foot coordination
* Ability to assess weights and judge distances and heights
* Ability  to work in varying temperatures, depending upon season

**Personal:**

A good team player.

Willing to work overtime at short notice.

Able to work shifts.

**KEY COMPETENCIES AND SKILLS**

Administrative duties

Delivery of products

Stock taking

Shipping and receiving practices.

**ACADEMIC QUALIFICATIONS**

2006-2009 Bachelors of Science with Education

2004 - 2005 Uganda Advanced Certificate of Education at Jinja Secondary School

***Personal Qualifications skills***

Certificates in the following computer skills;

* Microsoft word and excel
* Microsoft power point
* Internet and outlook

***Languages spoken***

* English
* Little Hindi