**Curriculum Vitae**

Name: Isaac

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**PROFILE**

A multi-skilled, hardworking and efficient warehouse 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.

**CAREER HISTORY**

**Warehouse Assistant**

2017- 2019

Working as part of a team in a busy Company, under the guidance and supervision of a warehouse manager or supervisor. Involved in moving stock around manually and carrying out all orders effectively.

**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.
* 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
* Operating trucks and forklifts
* Welcoming and helping clients who visit the branch.
* Preparing deliveries for the van drivers.
* Moving and organizing stock.
* Supervising the work of junior staff.
* Ensuring a clean and safe workhouse for staff to work in.
* Storing stock away safely.

**Warehouse Assistant**

Roofing Uganda Limited 2014 – 2016

**Responsibilities**

* Picking, selecting, palletizing and storing goods
* Keeping stock records
* Compiling stock reports
* Marking stock items using identification tags, stamps and electric marking tools
* Moving and organizing stock
* Receiving, moving, Checking and storing incoming goods
* Monitoring and checking daily material received summary
* Pack and unpack items to be stocked on shelves in a warehouse
* Clean and maintain supplies, tools and equipment with safety regulations
* Drive trucks and forklifts in order to pickup incoming stock

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**Machine operator Machine operator**

multiple industries-Uganda 2010 -2013

Responsibilities

• Operated extrusion machine that produced plastic pipes couplers .

• Started up machines and performed adjustments for measurements,temperatures and density .

• Performed mechanical troubleshooting and repairs.

• Performed inspections using calipers,micrometers,gauge,tape measures.

• Checked the weight of the pipes, attended to mixers and hoper alarms .

• Visually inspected water chillers and vacuum pumps daily

• Completed paperwork daily to document quality inspections.

**Personal Competences and Core Skills**

* Able to work shifts.
* A good team player.
* Willing to work overtime at short notice
* Warehouse operations.
* Forklift usage
* Health and safety standards
* Customer services
* Stock assembly
* Stock management
* Stock taking
* Shipping and receiving practices.
* Attention to detail.

**ACADEMIC QUALIFICATIONS**

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| Year of Completion | Titles of Qualification Awarded | Name of Institution |
| 2005 -2006 | Uganda Advanced certificate of education | Buddo Secondary School |
| 2000-2004 | Uganda certificate of education | Mityana SDA Secondary School |
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I, Mr. Isaac, hereby confirm that the information given above is true to the best of my knowledge. Written references can be provided upon request.

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