# CURRICULUM VITAE

AKIRAM

## DUBAI UAE

**Email:** **akiram-43421@2freemail.com**

**Marital status: Single**

**Nationality : Ugandan Language : English Gender : Male Visa Status : Visit Visa**

**APPLYING FOR GENERAL HELPER**

**CAREER OBJECTIVE**

I am a conscientious and a highly organized efficient person with a precise approach to work which has produced excellent results to date. Able to manage own time effectively and prioritize workload. Experienced at working to tight deadlines and under considerable pressure.

**WORK EXPERIENCE**

**DESIGNATION : FACTORY HELPER**

**DURATION : 3 YEARS**

**LOCATION : UGANDA DUTIES AND 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.
* Contacting transport companies and coordinating dispatch and delivery with them.
* 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.
* Removing hazardous products from the warehouse.

## PERSONAL SKILLS

* Excellent presentation skills
* Strong organizational and multitasking skills, with the ability to perform well in a fast-paced environment
* Active listening and effective communication skills
* Team spirit
* Flexibility to work in shifts
* Fluent in English

## EDUCATION BACKGROUND

High school Education

## DECLARATION

I hereby certify that the above mentioned information is correct and true to the best of my knowledge and belief.