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Dubai, UAE



20/10/1990



Uganda

EDUCATION

**Bachelor of Computer Science
High School Certificate**

LANGUAGES

English

Intermediate

AMPAIRE BRIAN

PROFESSIONAL SUMMARY

Motivated worker who is highly equipped with extensive experience in handling multiple responsibilities at a time with ability to quickly learn and master new concepts and skills, with Passion about ensuring job satisfaction

SKILLS

- Proficiency in enterprise resource planning.
- Basic knowledge in SAP
- Vast computer knowledge and skills
- Good organizational skills
- Excellent verbal and written communication
- Team work
- Accurate record keeping
- Interpersonal acumen
- Data entry software usage
- Flexible working
- Result driven
- Patience and tolerance
- Logical thinking.

EXPERIENCE

EJADAH FACILITY MANAGEMENT-Store Keeper. (Dubai, UAE) (Current)

- To maintain proper records.
- Prepare material requisitions in SAP.
- To issue materials only in required quantities against authorized requisition, notes/material lists.
- To check and receive purchased materials forwarded by receiving department and to arrange for the storage in appropriate places.
- To check the book balances with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage etc.
- Perform any other duties as assigned.

GOLDENLIGHTS STATIONERS-Manager (Kampala,Uganda)(2020 – 2024)

- Systems administration and maintenance.
- Providing technical support to staff.
- Prepared payment logs
- Resolved customer issues through proper and right solutions
- Entered price changes by referring to price sheets.
- Making procurement requests for shop items.

MOVIT PRODUCTS LTD - Stores Clerk (Kampala,Uganda)(2017-2019)

- Prepare material requisitions in ERP
- Ensure that Material requisitions are properly approved in ERP
- Manage Stock ledgers in ERP.
- Participate in stock taking.
- Perform any other duties as assigned.

OTHER SHORT TERM ANGAGEMENTS

UGANDA BUREAU OF STATISTICS (UBOS) - Census Enumerator 2024 (Uganda)

- Identify the boundaries of the assigned Enumeration Area.
- Engage in door to door community mobilization for the census.

- Collect information using a tablet on all the persons, households.
- Editing and validation of the captured data in line with the guidelines to be provided. References are available upon request.

ELECTORAL COMMISSION - Update Officer (Uganda)

- Enroll data accurately regarding the details of the applicant.
- Confirm accuracy of information captured by re-checking the data in the system for final review.
- Save all records in time.
- Perform any other duties that may be assigned from time to time.
- Ensure that update equipment is kept in safely and charged all the time.

SPEKE RESORT HOTEL, KAMPALA - OFFICE CLEANER (UGANDA)

- Sweeping, mopping, and buffing floors.
- Vacuuming carpeted areas.
- Dusting surfaces.
- Scrubbing and disinfecting restrooms
- Polishing woodwork.
- Restocking supplies in bathrooms and kitchen areas.
- Adhering to health and safety guidelines and company policy.

ACCOMPLISHMENTS.

- Reduced inventory shrinkage.
- Improved inventory accuracy by implementing new tracking systems.
- Successfully managed inventory for a store with over 3000 SKUs demonstrating the ability to handle larger volumes of stock.
- Implemented a new inventory management system and refining the existing procedures.
- Reduced out-of-stock incidents by implementing better forecasting methods or optimizing reorder points.
- Maintained optimal stock levels.
- Conducted regular physical inventory counts and counts.
- Implemented a first-in, first-out (FIFO) system to minimize waste and maximize product freshness.
- Reduced order processing time by streamlining the ordering process.

ADDITIONAL INFORMATION

Gender: Male
Marital Status: Married
Religion: Christian
