



AMON ELLY MUGERWA

STORE KEEPER



DUBAI- UAE



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EDUCATION

HIGH SCHOOL CERTIFICATE

St Mary`S High School-Uganda
02/2008 – 09/2013

SOFT SKILLS

- Problem solving
- Time management
- Leadership
- Adaptability
- First Aid
- Team work

SKILLS

- Microsoft Office Suite
- Customer Care Skills
- Public Speaking
- Team Building
- Data Entry
- Fast typing
- Mail handling
- Event planning

LANGUAGES

English

Arabic

REFERENCES

- Upon request

EXECUTIVE SUMMARY

Energetic and diligent professional seeking the position of storekeeper. With proven record in inventory management, organizational skills and team collaboration, am eager to contribute to your team's success and ensure efficient operations. My commitment to excellence and continuous improvement aligns perfectly with your company's goals

EXPERIENCE

STOCK CLERK

Rawteen Special Store, DMCC -Dubai JLT-UAE|10/2023 – Present

- Verify incoming shipments against invoices or purchase orders to ensure accuracy.
- Inspect received goods for any damages, shortages, or discrepancies.
- Unpack, label, and store merchandise in their designated areas promptly.
- Organize the stockroom to facilitate easy access and retrieval of items.
- Rotate stock regularly to prevent expiration or obsolescence, following the FIFO (First In, First Out) method.
- Conduct regular stock counts and report any discrepancies found.
- Maintain a clean and organized stockroom and receiving area.

WAREHOUSE ASSISTANT

TAMEEM Coldstore & Warehousing LLC, Sharjah-UAE | 09/2021 – 10/2023

- Loaded, unloaded, and moved material to storage.
- Managed incoming shipments effectively by inspecting goods,
- Maintained clean work workspaces by enforcing strict housekeeping guidelines for storage areas, dock bays, and equipment zones.
- Ensured accurate order fulfillment by diligently cross – checking pick lists against packed items for consistency.
- Consistently lifted materials weighing as much as 45kgs
- Operated various types of warehouse machinery safely, adhering to all relevant guidelines and protocols.
- Performed routine maintenance check on warehouse equipment to ensure optimal functionality at all times.

STOREKEEPER

KG FOODSTUFF LLC – SHARJAH-UAE. | 02/2018 - 08/2021

- Improved inventory accuracy by conducting regular stock checks.
- Received product shipments and organized in stockroom storage area.
- Ordered goods from various vendors to maintain store merchandise levels.
- Enhanced store organization by implementing effective storage solutions and space utilization techniques.
- Ensured timely order fulfillment for customer satisfaction through efficient processing of purchase requests and shipments.
- Welcomed customers to assist in selecting appropriate merchandise and products
- Monitored losses due to spoilage or damage by implementing proper handling techniques and storage conditions for goods.