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Date of Birth: 26/Feb/1994
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Visa Status: Visit Visa
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Warehouse Assistant

PERSONAL SUMMARY

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.

1. *Warehouse Assistant at Safari&Sons (Ugandan)* *January 2019-May 2023*

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 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 vans and other vehicles.
- Maintaining and servicing warehouse tool, machinery and trucks.
- Labelling goods that have arrived at the warehouse.
- Operating a forklift, boom truck and front-end loader.
- Welcoming and helping clients who visit the branch.
- Contacting transport companies and coordinating dispatch and delivery with them.
- Preparing deliveries for the van drivers.
- Moving and organising 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.
- Occasionally selling goods over the trade counter.
- Signing off and replenishing stock.
- Moving items through the warehouse from receipt to dispatch to customers.

2. General Helper at TINA Warehouse (Ugandan)

August 2015 – 2018

Duties:

- Receiving incoming merchandise and verifying that they are undamaged and of sound quality.
- Weighing and counting received items.
- Assisting warehouse staff in retrieving specified merchandise from storage as per the delivery or shipping orders.
- Preparing merchandise for delivery or shipping by packaging and labeling them accordingly.
- Moving all outgoing merchandise to the delivery area.
- Ensuring that all merchandise is properly secured in the delivery vehicles to prevent damage during transit.
- Maintaining accurate records of all incoming and outgoing merchandise.
- Organizing warehouse merchandise and stacking them on shelves and racks in accordance with company guidelines.
- Performing all duties necessary to maintain warehouse cleanliness, which includes sweeping, mopping, and dusting as needed.

Academic background

- G.C.E Advanced level Certificate.
- G.C.E Ordinary level Certificate.

COMPETENCIES

- Career oriented, hardworking and highly organized.
- Efficient, reliable, able to handle multiple assignments under high-pressure.
- Willing to undergo training and be assigned in different areas of endeavors.
 - Attentive and punctual.

Reference: Available upon request.