



MICHEAL EMMANUEL

AMONE

STORE MANAGER

CONTACT

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Personal Details

Gender: Male
DOB: 18th Dec 1995
Nationality: Ugandan
Passport No: B00344424
Visa Status: Visit Visa

EDUCATION

CERT- Micro services
BSc – Software Engineering
DIP - Computer Science
NHS - UACE
HHS - UCE

TECHNICAL PROFICIENCIES

Data Analysis (Power BI, Python)
Inventory Management Systems
(SAP, Oracle)
Microsoft Excel (Advanced)
Database Management

PROFILE

Detail-oriented and organized Store manager with a strong background in data management, administrative support, and team collaboration. Seeking to leverage my skills in data analysis, documentation, and office management in an Assistant Administration role to contribute to organizational efficiency and provide reliable support to executive teams.

EXPERIENCE

2022 - 2024 **Jumia/Kampala, Uganda**
Store Control Coordinator

- ✓ Manage inventory levels, ensuring optimal stock availability and timely replenishments.
- ✓ Utilize inventory management software to track stock movements and generate reports, reducing discrepancies by 20%.
- ✓ Coordinate with suppliers to ensure timely delivery of materials, maintaining strong vendor relationships.
- ✓ Conduct regular stock audits and implement measures to prevent loss or damage to inventory.
- ✓ Maintain databases with 99.9% data accuracy, supporting critical business decisions.

2018 - 2022 **Children At Riskn Action Network/ Kampala**
IT Support Assistant

- ✓ Assisted in managing IT equipment inventory, ensuring accurate record-keeping using ERP systems.
- ✓ Developed and maintained an inventory database, improving retrieval times by 30%.
- ✓ Provided IT support for inventory software, training staff on best practices for data entry and report generation.

SKILLS

- Expertise
- ✓ Attention to Detail:
 - ✓ Data & Database Management
 - ✓ Problem-Solving
 - ✓ Data Analysis
 - ✓ Quality control
 - ✓ Communication Skills
 - ✓ Office management

Archivements

- ✓ Reduced administrative errors by 40% by streamlining office procedures and implementing a digital filing system, improving overall efficiency."
- ✓ Managed executive calendars and coordinated meetings, leading to a 50% increase in time efficiency and more streamlined communication.