## CURRICULUM VITAE



***PERSONAL DETAILS***

***Name:*** *PATRICK ALLAN KABUBU*

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***Nationality:*** *Ugandan*

***PROFILE***

Dedicated and result-driven person with over 8years of experience in different fields of work in managing and

 Motivating teams to achieve

The goals and deliver exceptional services.

Proven track record of efficiency and strong leadership skills with a customer-centric approach to problem-solving.

 High school graduate with a diploma in Information Technology.

***CORE QUALIFICATION/SKILLS***

* *MS Office*
* *C++ language*
* *Java programming*
* *Data management*
* *Inventory management*
* *Documentation & record keeping*
* *Teamwork & Leadership*
* *MS excel*
* *Motivation skills*
* *Goal orientation*
* *Communication skills*
* *Client engagement*
* *Meeting sales goals*
* *Presentation skills*
* *Objection handling*
* *Power point*
* *Access*
* *Time management*
* *Relationship building*

***WORK history***

2021 to 2024 April

Store Keeper and inventory management

 **CSAD, Neom Operations, Saudi Arabia**

Working with corporate services and as a storekeeper, with the following responsibilities

* *Ensuring that the store is kept clean and organized*
* *Receiving shipments and verifying if the received stock is as per agreed purchase*
* *Ensure all store requisitions are signed by concerned department heads and approved*
* *Receiving and storing all received stock of items*
* *Maintain clear and organized records to ensure all reports and invoices are filed and stored properly*
* *Carrying out asset tagging and updating records of assets with their codes*
* *Daily inventory updating online*
* *Making reports at every end of the week*
* *Doing other duties as assigned by my manager*
* *Daily inspection of ware houses and office buildings*
* *Assist in daily operation activates*

2016-2020

Store **Café Javas waiter**

Working with Café Javas as waiter and later a storekeeper, l was fulfilling the following responsibilities:

* *DAILY CROSS-CHECKING OF ALL FOOD STORES*
* *Ensuring that the store is kept clean and organized*
* *Receiving shipments and verifying if the received stock is as per agreed purchase*
* *Ensure all store requisitions are signed by concerned department heads*
* *Receiving and storing all received stock of items*
* *Doing and maintaining updated inventory of all stores*
* *Maintain clear and organized records to ensure all reports and invoices are filed and stored properly*
* *Doing other duties as assigned by the management*

2015 – 2016

Data **Insurance company of East Africa** as a sales agent

While here,

* I maintained database by entering updated customer details, account information.
* Meeting personal and team sales targets
* Determining costumer needs
* Resolving customer issues and concerns
* Compiling and sorting information
* Establishing entry priorities
* Maintaining data entry requirements
* Secures information through completing database backup
* Maintain customer confidence and protecting operation by keeping information confidential etc

**Cold Room chef (2013-2015)**

* Preparing sandwiches
* Preparing plates setups
* Preparing salads
* Juice making of all types
* Preparing fruit salads **🥗**
* Keeping my working are and refrigerator clean at all time

***EDUCATION BACK GROUND***

**2016 – 2017**

 CERTIFICATE IN CATERING YMCA Comprehensive Institute, Kampala

**2012 -2015**

 DIPLOMA in Information Technology, Aptech Computer and education Kampala, Uganda

***Competencies:***

Team player, accurate, motivated, reliable, fast and friendly

***HOBBIES AND PERSONAL INTERESTS***

Interests;

* Swimming,
* Playing Volleyball,
* Adventuring,
* Listening to music, Reading books

***REFERENCES***

*Miss Oana Valea Area Manager*

*Email:* *Oana.Valea@neom.com*

Miss Sofia Blebea Service Manger

Email: Blebea.sofia@gmail.com