



## OBJECTIVE

A polite, well-spoken and hardworking Warehouse Assistant with experience of working in a well reputable Warehouse in Uganda with over 3 years of experience. Keen to find a challenging position within an exciting employer where I will be able to exercise my expertise in upselling, customer service skills, work experience and develop my abilities for career growth.

## CONTACT

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## PERSONAL DETAILS

DATE OF BIRTH: 08/12/2000

NATIONALITY: UGANDAN

SEX: FEMALE

MARITAL STATUS: MARRIED

VISA STATUS: VISIT VISA

## LANGUAGES KNOWN:

English,

# SUZAN AGWANG

## WAREHOUSE ASSISTANT

### EDUCATION

- High School Education
- Diploma in Marketing

### WORK EXPERIENCE

#### WAITRESS AT CAFE DIVINO, GELATO, DUBAI

2022 to 2023

- Serving dishes to guest's table
- Ensure timely delivery of all food and beverage items to guests
- Understand menu content and keeping update with any menu changes
- Answer guest queries in a polite and a helpful manner
- Passing food orders through to the kitchen staff promptly
- Ensure all hotel corridors are clear from rubbish, glass ware and crockery
- Full knowledge of all hotel menu items and hotel facilities and services
- Ensuring the food service area is clean and tidy once all the guests have left
- Clearing cutlery and dishes a way from tables
- Ensure all hotel corridors are clear from rubbish, glass ware and crockery

#### WAREHOUSE ASSISTANT AT UGANDAN MATTERS, UGANDA

2019 to 2022

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits
- Keep a clean and safe working environment and optimize space utilization
- Complete diary logs into inventory
- Report any discrepancies
- Communicate and cooperate with supervisors and coworkers
- Operate and maintain preventively warehouse vehicles and equipment
- Follow quality service standards and comply with procedures, rules and regulations

### SKILLS

- Proven working experience as a Warehouse Worker
- Proficiency in inventory software, databases and systems
- Familiarity with modern warehousing practices and methods
- Good organizational and time management skills
- Ability to lift heavy objects
- Computer skills
- Good Communication Skills