



STOREKEEPER

PROFESSIONAL SUMMARY

Dedicated and hardworking storekeeper with excellent planning, organization and problem solving skills possess a focused. Improve the sales with excellent relationship with management skills. Team leader with the ability to recruit, train and mentor the team members

PERSONAL INFORMATION

Nationality: Ugandan
Date of Birth: 19TH 07 1996
Language: English, Basic Hindi and Arabic
Visa Status: Visit Visa
UAE driving licence: LMV(Automatic)

KEY SKILLS

- Basic math skills.
- Inventory experience.
- Good multi-tasking ability.
- Strong verbal communication skills.
- Strong to uplift heavy items.
- Accurate tracking.
- Proficient with computers and its software like; Microsoft Office, Adobe creative suite.

EDUCATIONAL BACKGROUND AND CERTIFICATES

- **Bachelor's Degree in Arts-** Arts and Studio technology (B.A) Degree (Uganda)
- **High School Diploma.** Mirembe Islamic college school (Uganda, Kampala)
- **Certified Food safety certificate-** Abu Dhabi Food Control Authority (ADAFSA)

REFERENCES

Available upon request.

KAWEESI FAISO

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PROFESSIONAL EXPERIENCE

HAYAWIIA (Dubai, UAE)

❖ **Storekeeper: June 2022- June 2023**

Duties;

- Receiving incoming stock items for storage and distributing them among stages of Expo
- Maintaining an accurate inventory of all items in the stockroom.
- Update manager or supervisor on a weekly basis on slow moving & nearly expiry items in the store
- Conducting of stock taking on monthly basis.
- Checking and verifying of all returned items from different Expo stages using delivery note.
- Following the delivery schedule as per local order purchase.
- Preparing time sheets of the on daily basis

MEI GENERAL TRADING LLC (BACKLINE & ORCHESTRAL RENTAL SERVICES) EXPO 2020

❖ **Assistant Storekeeper: Dec 2021- May 2022**

Duties;

- Responsible for the efficient operation of receiving areas, shipping areas, supply storerooms,
- warehouses, and stock issue stations in accordance with applicable supply procedures and verbal instructions.
- Setting up and maintaining efficient storage and supply areas as assigned.
- Maintaining authorized stock levels and issues materials as required.

AL BAYNAH GENERAL TRADING (UAE) BINGHATTI BEVERAGES

❖ **Junior Storekeeper: Oct 2019- Nov 2021**

Duties;

- Walk all warehouse for entire shifts to pick merchandise according to paperwork.
- Packing customer requested products to fulfil customer orders.
- Ensuring all outgoing deliveries are accurate and defect free.

AL ROWAD TRADING COMPANY LLC (DUBAI)

❖ **Order Picker: 2017 April - 2019 May**