



# BADRU RASHID MATOVU

WAREHOUSE ASSOCIATE



Umm Al Quwain, United Arab Emirates,  
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## ABOUT ME

As a dedicated Warehouse Associate boasting four years of expertise at Ritver Manufacturing LCC, I possess a robust skill set in inventory management, order fulfillment, and logistics. My Diploma in warehouse and stores management acumen, honed since 2014, has equipped me with the tools necessary to excel within a dynamic team environment. I am eager to leverage my proven capabilities to contribute to your company's success.

## SKILLS

EXPERTISE IN INVENTORY MANAGEMENT

EXPERTISE IN ORDER FULFILMENT

EXPERTISE IN LOGISTICS COORDINATION

EXPERT IN ORGANIZATIONAL SKILLS

TIME MANAGEMENT SKILLS

TEAM WORK AND COMMUNICATION SKILLS

ATTENTION TO DETAILS SKILLS

EXPERT IN HACCP IMPLEMENTATION

GOOD HOUSE KEEPING PRACTICE

EXPERT IN QMS IMPLEMENTATION

## LANGUAGE

ENGLISH

## PERSONAL DETAILS

**Date of birth**  
28 Feb 1990

**Nationality**  
Uganda

**Visa status**  
Employment Visa - 1 Month notice

**Marital status**  
Single

## WORK EXPERIENCE

### RITVER MANUFACTURING LCC

Umm Al Quwain  
Aug 2022 - Present

#### Warehouse Associate

- **Inventory Management:** Accurate tracking and managing of inventory levels to ensure adequate stock is maintained to meet customer demands without overstocking.
- **Order Fulfilment:** Picking, packing, and shipping orders accurately and efficiently, ensuring customers receive the correct items promptly.
- **Quality Control:** Inspecting products for damages and ensuring that items meet quality standards before they are shipped or stored.
- **HACCP implementation:** ensuring that Hazard Analysis critical points are identified with in the warehouse and regurally monitored ensure that goods are safe around the facility.
- **Safety Management:** Implementing and adhering to safety guidelines to prevent accidents and injuries within the warehouse.
- **Logistics Coordination:** Scheduling and coordinating logistics to optimise shipping and receiving efficiencies involves working with shipping companies and coordinating deliveries and pickups.
- **Team Collaboration:** Working effectively with other team members to ensure that all tasks are completed in a timely and efficient.
- **Problem Solving:** Addressing and resolving issues during warehouse operations, such as inventory discrepancies or equipment malfunctions.
- **Record Keeping:** Maintaining accurate records of inventory, shipments, and transactions to ensure compliance with company policies and regulatory requirements.
- **Training of warehouse staff:** To ensure that people clearly understand the responsibilities attached to their operations.
- Trininging
- **Warehouse Software Technology:** Utilising warehouse management systems (WMS) and related software like SAP Hana module to track goods throughout the warehouse efficiently

## EDUCATION

### KYAMBOGO UNIVERSITY

Uganda  
2014

#### Higher National Diploma

Warehouse Management and Stores Management

- Expert in Warehouse Mgmt - Top of Class
- Stores Mgmt Pro - Boosted Efficiency
- Academic Excellence in Inventory Control

## REFERENCES

**NASSUNA DAPHINE**  
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**MOHAMMED SAMIL**  
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