



Personal profile:

NAME: KIZZA MARXEL JOHN

SEX: Male.

Nationality: Ugandan.

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Languages:

English.

Referees:

Available upon request

CURRICULUM VITAE

Career objective

Working in an ambitious company both national and international with company objectives that are well defined and my skills and abilities are well enhanced with or without minimal supervision.

Education Background.

- ✓ International Diploma in logistics and transport (CILT).
- ✓ International Professional Certificate in Logistics and Transport (CILT).
- ✓ Bachelors of Science in Oil and Gas Management.
- ✓ International Health and Safety Passport with Engineering Construction Industry Training Board (ECITB).

Professional Development

- ✓ Supply chain management.
- ✓ Attention to detail.
- ✓ Team player.

Work experience

- ✓ **LOGISTICS CLERK - SPEDAG INTERFREIGHT – UGANDA – 3 YEARS.**

Responsibilities

- ✚ Coordinating the shipping of goods by truck, rail, as well as arranging for customs clearance procedures when required.
- ✚ Maintaining records of incoming and outgoing shipments including dates, contents, and destinations.
- ✚ Updating inventory with received items.
- ✚ Doing daily stocktaking on the containers in the Inland Container Depot.
- ✚ Answer and direct incoming phone and email traffic.
- ✚ Marking and labelling containers.
- ✚ Addressing and resolving shipment and inventory issues.
- ✚ Analysing and optimizing logistical procedures.
- ✚ Maintaining paperwork of the outgoing containers.
- ✚ Keeping the Inland Container Depot clean.
- ✚ Contributing to ways of developing the Inland Container Depot better.

Achievements.

- ✚ Reduction of fulfilment times by 15% resulting in less time being worked on each client.
- ✚ Listed the best employee at observing Occupational health and safety regulations.

✓ RECEIVING ASSOCIATE - UNION LOGISTICS – UGANDA - 2 YEARS.
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Responsibilities.

- ✚ Organize warehouse space in a manner compliant to organisational health and safety regulations.
- ✚ Checking, verifying and filling customer invoices.
- ✚ Keeping the warehouse clean and organised daily.
- ✚ Abiding by all company safety and hygiene regulations.
- ✚ Inspecting products for defects and damages.
- ✚ Tagging and labelling items.
- ✚ Communicating with clients regarding delays or problems.
- ✚ Updating inventory with received items.
- ✚ Comparing purchase orders with invoices and packaging lists.

Computer skills.

- ✓ Microsoft office word
- ✓ Internet and email.
- ✓ Microsoft excel.

Competences.

A meticulous and articulate communicator with strong writing and presentation skills ; ability to develop strategic plans, sound judgements and compelling arguments. Outgoing in a bid to meet company goals and targets. Exceptional interpersonal skills and maintenance of relationships at all levels. Effective working both independently and in a team. Able to efficiently handle the demands of multiple projects in detail.

Projects.

- ✓ Volunteering at Nature Uganda as an active member.
- ✓ Member of SPE Uganda chapter- Oil and Gas.

Hobbies.

- ✚ A keen interest in rugby, meeting new people and reading.