



KATONGOLE FARUUK

INVENTORY CLERK



ABOUT ME

Focused , Diligent , Proactive and Team player, graduate in Development Economics and Diploma in Education looking to leverage my experience and owing to my academic accomplishments to complement your Team .



CONTACT ME



SHARJAH . | MWEILAH .



+971581919055



kfaruuk1@outlook.com



LinkedIn.| Katongole Faruuk.



<https://bit.ly/39GxbmG>



TOP SKILLS



Computer savvy



Organizational skills



Emotional intelligence



Creativity

Microsoft excel and power point



WORK EXPERIENCE

INVENTORY CLERK



AI JABBER GROUP



09/2021 - Current

~ Performed routine clerical duties, including data entry, answering telephones, and assisting customers.

~I recorded purchases ,performed physical count of the stock and reconciled actual stock count and computer generated reports .

~Performed quality checks on the stored inventory and discarded all the inventory that didn't meet the standards of the company.

~ Reporting discrepancy in the stock that indicate theft .

PRIMARY TEACHER.



ENTEBBE JUNIOR SCHOOL.



05/2011 - 10/2014 (3 years, 6 m...

~Motivated pupils with enthusiastic and imaginative presentations.

~I provided field back to the parents or carers in the evening or other parents meetings.

~I had the capability and capacity to teach all areas of the primary curriculum, that is to say I would teach mathematics, science , literacy, and social studies .

~I maintained Discipline in the classes .

~Prepared and marked work to facilitate positive pupil development.

ADMINISTRATIVE CLERK



District Education Authority .



01/2014 - 08/2015 (1 year, 8 m...

~ Worked as an assistant to the District Education Officer .

~inspection of schools in the district at least twice a term , to ensure compliance to the regulations.

~Worked with the team in the developing of the strategic plan of the District Education Office. And also reviewed the district school strategic plans.

~Worked with the team to prepare records of school visits ,annual progress ,termly reports on the activities of the office of the District Education Officer.



EDUCATION

BACHELORS IN DEVELOPMENT ECONOMICS



Makerere University Uganda



04/2010 - 01/2014 (3 years, 10 months)

DIPLOMA IN EDUCATION



Shimoni primary teachers college Uganda



01/2013 - 10/2014 (1 year, 10 months)

COURSES

CERTIFICATE OF ENTERPRISE TRAINER



TAFE South Australia.



09/2021 - Current



FOREIGN LANGUAGES



English (C2)

★★★★★