



# 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) ★ ★ ★ ★ ★