

CURRICULUM VITAE

PERSONAL DETAILS:

Name: **IBRAHIMOVIC BUKENYA**
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Email: Bukenyabrhmvc619gudlyf@gmail.com
Nationality: Ugandan
Language: English
Gender: Male
Visa: Cancellation
Address: Dubai Deira



POSITION APPLYING FOR: FRONT DESK CLERK

CAREER OBJECTIVE

Adaptable Front desk clerk with extensive experience and history of success in exceptional of providing customer service in managing all facets of office administration. A dynamic and result oriented individual with experience in customer service .Focused on customer and getting the job done in timely manner. In a personal level, I am able to think clearly, logically and make split second decisions. Right now, I would like to work for a company that is looking for the best and brightest to join your team.

ACADEMIC QUALIFICATION

- Diploma In Computer Science 2015 - 2017
- Uganda Advanced Certificate of Education 2014 - 2015
- Uganda Certificate of Education 2010 - 2013

WORK EXPERIENCE

Dusk Tours and Travel – Dubai

Filing Clerk - August 2021- January 2022

- ❖ Checking incoming paperwork (correspondence, invoices etc.) and make copies before distributing
- ❖ Sorting all papers alphabetically and according to content, dates, significance etc.
- ❖ Creating or update records with new files and information
- ❖ Storing all paperwork in designated places securing the important documents
- ❖ Entering paperwork into an electronic system either by data entry or by using optical scanners
- ❖ Dealing with all requests to access files and keep logs of borrowed papers
- ❖ Developing an efficient filing system to make updating and retrieving files easier
- ❖ Following policies and confidentiality dictations to safeguard data and information
- ❖ Monitoring inventory of files, paper clips etc. and report shortages

Tiffany Foods Ltd– Sharjah

Warehouse associate - October 2019- August 2021

- ❖ Signing for shipments upon receipt and verifying that the correct merchandise has been received.
- ❖ Thoroughly inspecting merchandise for any damages and discrepancies.
- ❖ Maintaining an accurate record of all merchandise received and distributed.
- ❖ Contacting suppliers or distributors to resolve any shipment or delivery issues.
- ❖ Using forklifts, hand carts, or pallet jacks to load, unload, move, stack, and arrange merchandise accordingly.
- ❖ Strategically storing merchandise to maximize storage space within the warehouse.
- ❖ Weighing merchandise and selecting appropriate envelopes, boxes, containers, or crates in which to pack merchandise.

- ❖ Promptly processing distribution orders or requests, which includes retrieving specified merchandise from storage as well as packing, sealing, and labeling merchandise accordingly.
- ❖ Receive and process warehouse stock products (pick, unload, label)
- ❖ Store products by designating storage areas; adjusting storage areas according to shipping requirements

Hotel Africana – Uganda

Front desk clerk - December 2017- August 2019

- ❖ Serves visitors by greeting, welcoming, and directing them appropriately.
- ❖ Notifies company personnel of visitor arrival.
- ❖ Maintains security and telecommunications system.
- ❖ Informs visitors by answering or referring inquiries.
- ❖ Directs visitors by maintaining employee and department directories.
- ❖ Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- ❖ Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- ❖ Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- ❖ Supports continuity among work teams by documenting and communicating actions, irregularities and continuing needs

KEY SKILLS

- Enthusiasm
- Excellent IT and Numerical skills
- Verbal communication skills
- Team working and Organisational skills
- Resourcefulness
- Basic computer knowledge with diploma in computer science
- Commercial awareness.
- Strong attention to detail

CORE QUALIFICATIONS

- Ability to work on my own or in teams
- Excellent communication, planning and organizational skills
- Excellent grooming standards
- Good communication skills
- Huge knowledge of basic first aid and emergency treatment
- Profoundly able to communicate effectively

PERSONAL

- Willing to work on a shift basis including evenings and weekends.
 - Always smartly dressed, articulate and presentable
 - Ability to take ownership of issues and to work alone with little or no supervision
 - Extremely organized with a high level of attention to detail.
- Ability to respond to timeframes and deadlines with pace

DECLARATION

I would be very much welcome person meeting with you to discuss your needs ability to meet them. My schedule is flexible and I am available for interviews. Thank you for your time, consideration and forthcoming response

REFERENCE

Available upon request / immediate joining