

CURRICULUM VITAE

PERSONAL DETAILS

Name : KIZITO EMMANUEL
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E-mail : emmakizito64@gmail.com
Nationality : Ugandan
Passport No : B1714410
Marital Status : Single
Gender : Male
Visa Status : Employment Visa
Address : Dubai UAE



POSITION: WAREHOUSE ASSOCIATE

PERSONAL PROFILE

I am a very hardworking, self-motivated and very flexible individual who enjoys working as a team and handling challenging tasks because they present me with the ability to learn more hence adding to my knowledge and skills. I am results-oriented and I love getting to learn new experiences, meeting new people and sharing ideas.

CAREER OBJECTIVE

A multi-skilled, hardworking and efficient warehouse associate with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner.

Area of Expertise

Packing Stocking	Customer Orders
Furniture assembly	Customer Service
Trimming	Production Areas
Pallet Jack	Warehouse Operations
Risk management	Inventory Control

EDUCATION BACKGROUND

- High School Level of Education

WORKING EXPERIENCE

COMPANY: KHAIEREDDINE DHAHRI TECHNICAL DUBAI UAE
POSITION: Helper
DURATION: 2 Years & 6 Months

COMPANY: STEEL AND TUBE INDUSTRY – UGANDA
POSITION: warehouse assistant
DURATION: 2 Years & 4 Months

Documentation

- Prepare weekly Pending List for the material not received
- Against the Indent raised.
- Check the stock ledger on day-to-day basis.

- Audit the physical balance with the Ledger Register balance on every month
- Raise Rejection slips for rejected items and forward the same to HR

Supervision and Control

- Control material ordering by checking the Indent and apprise the engineer regarding the availability of the material at site.
- Supervise, assist and train stores assistant in his day- to-day work.
- Visit the site frequently and check the material being wasted by the Contractors and inform the Engineer.

Co-ordination

- Follow-up with suppliers and Purchase Department for timely delivery of material
- Co-ordinate with the Site In charge/Purchase.

KEY SKILLS AND STRENGTHS

- Computer Skills – (Microsoft Word, Excel, PowerPoint)
- Am Quickly &Flexible.
- Good Public Relation – Customer Care
- Respective of others Peoples.
- Hard Working & Good Communication Skills
- Ability to work under minimum supervision
- Straight Forward

LANGUAGES

- English

DECLARATION

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me to prove myself.

KIZITO EMMANUEL