

STOREKEEPER/ASSOCIATE

Personal information

NAME : **SEBUTINDE PATRICK**

DATE OF BIRTH : 23/12/1990

NATIONALITY : UGANDAN

PASSPORT NUMBER: B1243396

VISA TYPE : EMPLOYMENT

MARITAL STATUS : SINGLE

MOBILE NUMBER : 0 554355864

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PERSONAL SUMMARY

A positive, energetic stock coordinator/storekeeper who is constantly in touch with up to date information from all of the top fashion regions of the world. Adept at determining when a new style is ready to sell helping to create effective store keeping campaigns and working with designers to develop the next great fashion ideas. Specializes in sports and youth fashions.

Core Qualifications

- Able to stay ahead of the fashion sales world
- Dedicated to finding and developing the latest fashions
- Effective as part of a group or when working independently
- Exceptional organizational skills especially with large events
- Willing to work any shift and any day
- Always learns customer service policies

WORK EXPERIENCE

1. BIGDEN SPORTS CENTRE, KAMPALA AS A STORE KEEPER (2016-2017)

. Duties;

Responsible for meeting the expectations of my employer and the requirements of my customers by giving clients what they want at the right time.

- Receiving, moving, checking and storing incoming goods.
- Checking and inspecting goods received and ensuring they are of accurate quality, type, and also acceptable quality.
- Packaging and labeling products before they are dispatched.
- Help[ing to ship out over 500 lines every day.
- Picking and packing products.
- Selecting space for storage and arranging for good to be placed and arranging for good to be placed in the designated areas.
- Loading and unloading lorries, vans and other vehicles
- Labeling goods that have arrived at the warehouse.
- Monitoring stock levels
- Moving items through the warehouse.
- Making sure that all inventory processes are completed on the same day .

2. Avani dubai hotel store 2018 till date

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

3. KATUMWA SPORTS CENTRE – Uganda, Clothing Sales Associate (2013 –2015)

- sports attires and youth clothing

KEY SKILLS AND COMPETENCIES

- Superb telephone etiquette and able to professionally talk to key decision makers.

- Minimising stock loss.
- Available to work a flexible schedule that includes evenings and weekends.
- Maintaining the professional appearance & cleanliness of all areas of the showroom.
- Ability to work under pressure, managing uncertainty and adapt to rapid change.
- Stock management.
- Shipping and receiving practices.

ACADEMIC QUALIFICATIONS

- Bachelors degree in business computing
- Uganda certificate of education

PERSONAL SKILLS;

- Good knowledge of MS OFFICE and very proficient in Internet.
- Sales and time management skills
- Focused and quick learner.
- Proficient with point of sale software
- Hard working

REFERENCES – Available on request.