**CURRICULUM VITAE**

JOSEPH OKELLO

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| **TELEPHONE: +256778374597**  **INTERESTED IN : store keeping role**  **EMAIL: josephokello976@gmail.com**  **ADDRESS: 36666 , KAMPALA UG.**  **PERSONAL DETAILS**  **Candidate Name: Joseph Okello**  **Date of birth: 22nd/12/1996**  **Marital status: Unmarried**  **Nationality: Ugandan**  **Language: English**  **Gender: Male**  **Age: 27 years**  **Work experience: 2 years** |

PROFESSIONAL SKILLS

An innovative candidate embodying particular expertise in warehouse and store management destined to enhance administrative procedures and agendas while providing fulfillment and accomplishment to assigned duties, roles or tasks to ensure that that employer desires, satisfaction and confidence are met accordingly.

Skilled in accomplishing employer expectations with degree of good communication skills both written and verbal, team oriented and supervision, good time manager to fulfill accomplishment to assigned company or organizational duties within the required time frame.

CAREER HISTORY AND EXPERIENCE

**BRITANNIA BEVERAGE COMPANY (U) LTD (18th/June 2018-20th/ Dec/2019**

**CLEARING AND CLEANING DEPARTMENT OFFICER**

**Duties and Responsibilities**

* Moving and carrying all the ordered merchandises to the delivery trucks
* Daily documentation of the merchandise stock levels and forwarding the records to the supervisors
* Routine analysis of the merchandises any reporting any damages or discrepancies to the supervisors
* Moving and shifting all the approved merchandises to their assigned storage wards and shelves
* Weekly reporting of warehouse performance to the supervisors
* Ensuring cleanliness of the warehouse
* Carrying out orientation of new company recruits and also training them
* Advertising of newly developed products to make them known to the customers

**ENGPRO CONSTRUCTION COMPANY LTD (Feb/2020-dec -2020)**

**CLEARING OFFICER AND SITE FORMAN**

* Ensuring that all company materials are properly stored and stacked to avoid unnecessary damages resulting into losses
* Routine recording of company receipts and stamping them following company orders
* Ensuring general cleanliness of the store
* Carrying out job orientation of new company recruits
* Routine recording of employee turnovers
* Ordering of warehouse building materials in case of stock level change

**KEY ACHIEVEMMENTS**

* Negotiated with stakeholders in the first spell to introduce internal company customer accounts to retain new and old frequent customers which helped to increase company sales
* Successfully managed all store documentations without errors which enabled the company to operate within its budgets
* Recognized by customers due to good diligent skills of retaining the same workforce for a long time due to good leadership skills comprising of good communication both verbally and written
* Successfully organized company reports comprising of stock control sheet which enabled stakeholders and managers to plan for future company occurings
* Successfully drew up the organization flow chart analyzing company authority delegation flow which enabled to differentiate subordinates from superiors

**CORE SKILLS**

* Public speaking
* Intermediate computer knowledge
* Excellent verbal and written communication skills
* Team orientation, leadership and organization.
* Quick problem solving and settling
* Good time management and punctuality
* Decision making skills
* Flexibility, adaptability and willingness to work in rotational areas and night shifts
* Physically fit in lifting and carrying heavy objects or boxes up to 50lbs

**PROFESSIONAL SKILLS AND ATTRIBUTES**

* Knowledgeable about warehouse documents such as freight documents i.e. commercial invoice, Bill of lading,Certificate of origin, General receipts among others
* Proficient with Microsoft Excel data production
* Proficient with Microsoft word data entry and production
* Organization minute writing and employee performance report
* Occasional writing for the organization
* Ability to work independently without supervision
* Knowledgeable about business documents such as budgets, delivery notes, goods received notes, purchase orders among others
* Proficient with warehouse management systems.(WMS)
* Knowledgeable about warehouse safety and operation procedures.

**PERSONAL ATTRIBUTES**

* **Trustworthy while dealing with warehouse operations and activities**
* **Display initiative**
* **Can work under pressure**
* **Pleasant personality**
* **Smart in dressing**
* **Ready to join immediately**

**EDUCATION QUALIFICATION**

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| **YEAR** | **SCHOOL** | **LEVEL** | **CERTIFICATE** |
| **2016-2017** | **KAWANDA BUSINESS/HIGH SCHOOL** | **ADVANCED LEVEL** | **UGANDA ADVANCED CERTIFICATE OF EDUCATION**  **(UACE)** |
| **2012-2015** | **ST.PETERS HIGH SCHOOL** | **ORDINARY LEVEL** | **UGANDA CERTIFICATE OF EDUCATION**  **(UCE)** |
| **2005-2011** | **KISAASI PRIMARY SCHOOL** | **PRIMARY LEVEL** | **PRIMARY LEAVING CERTIFICATE**  **(PLC)** |
| **2001-2004** | **KAMPALA ACADEMY NURSERY SCHOOL** | **NURSERY LEVEL** | **NURSERY CERTIFICATE** |

**CONTACT INFORMATION**

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