

SSEMPIJJA ANDREW

DUBAI UAE

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WAREHOUSE ASSISTANT

OBJECTIVE

To attain the challenging posting in the related field to work in an organization where I can enhance my skills and contribute to the growth of the organization as well as I assure you that I will work with full of my sincerity and do justice to my job and the organization.

PERSONAL SUMMARY

Over Five years of extensive experience in Store /Warehouse activities, highly skilled in assisting multiple departments with a wide range of tasks Proficient in performing tasks pertinent to maintenance and deliveries Hands on experience in using office equipment and tools in depth knowledge of performing routine clerical tasks as and when required

PERSONAL DETAILS

Nationality : Ugandan
Gender : Male
Marital Status : Married
Passport No : B1115696
Date of Birth : 16/04/1990
Language : English
Visa status : Employment

WORK EXPERIENCE

JAN/2012-NOV-2015 as a Salesman / Cashier at **LUWEERO GENERAL AGENTS** in Uganda

NOV/2015-DEC/2017 as a Storekeeper at **LEIGHTON CONTRACTING** in Qatar

JULY/2018-PRESENT: **PERFETTO TRADING COMPANY UAE : THE DISTRIBUTOR OF NESPRESSO PRODUCTS.**

RESPONSIBILITIES

- ❖ Perform standard updates to records to physical and in the system.
- ❖ Receiving items by unpacking trucks & shipping containers.
- ❖ Uploading vendor inbound shipments and verify accuracy.
- ❖ Checks condition inside the container I.e. Temperature, damage pallet & cleanness.
- ❖ Inventory recorder points.
- ❖ Comparing count/ measure of items to order and packing list.
- ❖ Pick and pack orders using portable data terminal [PDT], pull selected materials from the inventory, check for Accuracy, batch number and expiry dates.
- ❖ Operate repacking equipment I.e. shrink-wrap machine, digital scales, label maker and Complete the paperwork for the product placement in the system.

- ❖ Inspect, count and document new product in inventory when received to warehouse dock, and place them into correct warehouse bin location.
- ❖ Report any outstanding matter before signing off.
- ❖ Helping in Boutique deliveries where it's necessary.
- ❖ Keep and maintain the working areas clean all the time.
- ❖ Assist with loading and unloading to our drivers who are in need of help.
- ❖ Able to operate stack .

SKILLS

- ❖ Ability to work with team spirit and to take responsibilities.
- ❖ High level of concentration and commitment.
- ❖ An excellent verbal and cross communication skills, diplomacy to work effectively with people and organization or any job assigned to me
- ❖ Demonstrated ability to hold heavy weights
- ❖ Profound ability to perform routine and repetitive work
- ❖ Able to understand and follow written and verbal instructions

PERSONAL PROFILE:

Self-Motivated, Sincere, Responsible and committed
Good interpersonal and team work skills
Good communication and analytical skills
Flexible and ability to work in multicultural environment

LANGUAGE

English

EDUCATION BACKGROUND

Higher Secondary Education

REFERENCE

I hereby attested the accuracy of information declared above as true and correct to the best of my knowledge and belief.