

Manyindo Fortunate A

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STORES INCHARGE

Am seeking a middle level position manufacturing sectors, where a strong background in profit centered stores and logistics, operations management can be put to the best use.

SUMMARY

A finance and accounting diploma holder with over 5 years of experience in the manufacturing sector especially in streamlining store operations through IT engagements, SOP management and various others. Over the years I have developed insights into compliance management, budget setting and forecasting, bolstering overall stores efficiency.

Have proven credentials in planning and developing efficient procedures aimed at increasing productivity and reducing costs. Demonstrates exceptional ability to handle multiple disciplines at a time. Manage and lead the team from the front, readily adopting to challenging situations, maintain a positive and amicable demeanor and stay optimistic with focus on solutions.

Have hands on experience in managing daily operations of stores for the production line and supply line to the marketing and sales departments and capable of handling stores stock through the SAP system.

KEY SKILLS

- Stores operations management
- Audit compliance's
- Goods packaging knowledge
- SOP formulation and implementation
- Commercial and operational minded
- Sales enquirers processing
- Retail space management
- Stores planning
- Brand awareness
- Customer complaints resolution
- Excellent leadership skills
- KPIs and performance management

PROFESSIONAL EXPERIENCE

continental forests/Global woods AG from nov'2019 - may 2020

Designation: stores/ inventory control officer

About company: continental forests is a management contractor for Global woods AG licensed by the government of Uganda to establish and manage a large scale commercial forest on over 12000 hectares in kikonda central forest reserve in nsambya a sub county in kyankwanzi district.

Job responsibilities

- Acknowledge receipt of items of stock from the procurement officer and record them in the register book
- Developing new systems to run store functions smoothly and effectively
- Maintaining day to day stock levels verifying documents and requesting disbursement
- Contributing to team efforts by accomplishing related results as needed
- Cross checking vendor payment with credit terms as mentioned in the LPO
- Receive all weekly purchases and payment accountability from the procurement officer and check for compliance as the company procedures and record them in the accounting system
- Carry out monthly reconciliations for all consumables stores
- Among other responsibilities

Kampala pharmaceutical industries 1996 ltd nov 2017- nov 2019

Designation: Stores incharge (packaging incharge)

About company: Kampala pharmaceutical industries is one of the leading local pharmaceutical manufacturer in Uganda. With a commitment to improve health through provision of affordable and innovative medicines for better healthier lives

Responsibilities:

- Developing new systems to run store function smoothly and efficiently
- Proficiently handled the complete excise and stores ..raw materials as well as packaging stores operations as a single point of contact
- Monitoring receipts issuance and inventory control
- Facilitated expired raw material disposal
- successfully completed preparation of a materials account
- Organize and conducted monthly stock audit
- Arranging stores per the NDA and CGMP procedures
- Maintaining day to monthly stock levels
- Managing and looking overall at the l store activities

Kampala pharmaceutical industries 1996 ltd may 2017- July 2017

Designation: Accounting and finance intern

Responsibilities and accomplishments

- Got knowledge and trained in bank and book reconciliation and bank position
- Daily cash count report making and petty cash management
- Daily entries postings in Tally and SAP accounting systems
- Generation and issuances of sales invoices
- Customer aging analysis and debt collection
- Payroll management

Kampala pharmaceutical industries 1996 ltd 2014- 2017

Designation: Machine operator

Responsibilities

- Daily operations of the machine as per CGMP
- Daily recording of the machine condition every after work
- Observing of the machine conditions before and after work to report of any disparities as per the conditions of a normal machine

EDUCATIONAL QUALIFICATIONS

Diploma accounting and finance

Management training and advisory center (2015-2017)

Uganda advanced certificate of education (UACE)

At noa mawaggali sss (2011-2012)

Uganda certificate of education

Jinja senior secondary school (2007-2010)

OTHER QUALIFICATIONS AND TRAINING

internship training in accounting and finance (certificate)

Kampala pharmaceutical industries (3 months)

Finance literacy (certificate)

National social security fund (6months)

IT SKILLS

Ms excel / office

SOFTWARE

TALLY ERP

SAP

PERSONAL DETAILS

DATE OF BIRTH.	August 22 1994
LANGUAGES KNOWN.	Luganda, English, Rutororo
ADDRESS	Kampala, jinja
NATIONALITY	Ugandan
ID NO.	Cm94082103p9cc
NO OF DEPENDENTS.	2 persons
SALARY EXPECTED.	Negotiable
NOTICE PERIOD	1 week

