

CURRICULUM VITAE

1.0 BIO DATA

Name :MASEREKA BUSINGE JOPHET

Sex :Male

Date of Birth :17th March, 1994

Nationality :Ugandan

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2.0 PERSONAL PROFILE

Am a Self motivated, multitasking and sociable individual who thrives in environments with constant interpersonal interactions, with an eagle eye for detail, impeccable integrity and a commitment to excellence

3.0 OBJECTIVE

To attain an entry level position in a reputable organization that will help me to practice all the knowledge attained during my studies and therefore appreciate the relation between class work and reality in the field and in process set the agenda for my professional career

4.0 EDUCATION BACKGROUND

Period	Institution	Award
2015-2018	Makerere University Business School	Bachelor Of Procurement and Supply Chain Management.
2013-2014	Kilembe Secondary School- Kasese	Uganda Advanced Certificate of Education(UACE)
2009-2012	St. John's Evangelist Seminary- Kasese	Uganda Certificate of Education(UCE)

5.0 WORK EXPERIENCE

Period	Organization	Position	Duties	Skills attained
Jan. 2019 - Present	Lberty ICD (UG) Ltd (Bond W 0248)	Logistics and Administrative Assistant	<ul style="list-style-type: none">• Providing administrative &• Logistical support.• Reception	<ul style="list-style-type: none">• General management skills.• Filing skill.• Knowledge of

			<p>duties.</p> <ul style="list-style-type: none"> • Customer service tasks. • Maintaining the general needs of the office. • Filing of documents, physically and electronically. 	<p>logistics software.</p> <ul style="list-style-type: none"> • Interperson skills. • People skills. • SAP Business One software Usage.
June 2017 - August 2017	Uganda Police Force (Procurement and Logistics Department)	Intern	<ul style="list-style-type: none"> <input type="checkbox"/> Posting logistics records into ledgers. <input type="checkbox"/> Receiving and Issuing of inventory. <input type="checkbox"/> Preparing standard bid documents. <input type="checkbox"/> Receiving, opening and evaluating bids. <input type="checkbox"/> Stock taking and inventory recording 	Became conversant with procurement and logistics books and forms like ledger books, requisition books, purchase orders, etc
December 2016- February 2017	Kasese Nail and Wood Industries Limited	Assistant Store manager	<ul style="list-style-type: none"> <input type="checkbox"/> Receiving new store equipment & issuing equipment for use. <input type="checkbox"/> Writing requisitions in case of shortage. <input type="checkbox"/> Keeping & updating store records 	I gained firsthand experience in efficient stores management, tool handling and posting of store records
February 2015 - July 2015	Winners Sports Company Ltd	Branch Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Receiving and recording daily cash transactions from clients <input type="checkbox"/> Preparing daily transaction reports and forwarding them to head office by mail <input type="checkbox"/> Handling customer complaints 	Learnt values of courtesy and customer care in handling clients

6.0 LANGUAGE PROFICIENCY

Language	Reading	Written	Spoken
English	Excellent	Excellent	Excellent
Lhukonzo	Excellent	Excellent	Excellent
Luganda	Good	Good	Good
Lusoga	Good	Fair	Fair
kiswahili	Fair	Fair	Good

7.0 OTHER SKILLS

Well versed with common computer packages like Microsoft word, Excel, PowerPoint and Access

8.0 HOBBIES

- Playing soccer
- Reading novels and magazines
- Watching movies

9.0 REFERENCES

1. Mr. BWAMBALE HERBERT

Uganda police Force (ASP) 0775677936

2. MR. JALAL BHAI

Liberty ICD (UG) Ltd logistics Solution center

0754354555

3. Mr. TUGUME GILBERT

Engineer, Kasese Nail & wood Industries 0777537099