

**Waswa Daniel**

**ICD Delivery Clerk**

Kampala, Uganda +256

dannyace10@gmail.com/danwaswa29@gmail.com

+256752056339/+256782437706

I have 2 years experience working in procurement & logistics firms and 3 years experience working in a hospitality hotel environment. I am good at creating relationships with clients and internal staffs, communicate effectively and efficiently, meeting set lead-times and performing any other work assigned to me. I possess skills in delivery, warehouse and store management, general work, serving and cleaning activities.

### **Work Experience**

**ICD Delivery Clerk**

Spedag Interfreight Uganda Ltd - Kampala-uganda

February 2018 to May 2019

Safe delivery of client's merchandise.

Coordinating validation of T1's.

Participation in the verification of cargo in liaison with Customs staff (URA).

Assessing information on customs documents that have been released in the declaration department.

Taking pictures of export/import cargo as well as the seals on the containers.

Exiting and dispatching of exports and imports trucks.

Supervising the loading and offloading of cargo.

Container inspection before loading exports and offloading imports.

Performing any other duties assigned by the immediate supervisor.

### **ICD Delivery Clerk (Intern)**

Spedag Interfreight Uganda Ltd

July 2017 to September 2017

Safe delivery of client's merchandise.

Participation in the verification of the cargo in liaison with Customs staff.

Supervising the loading and offloading of cargo.

Container inspection before loading exports and after offloading imports.

Performing any other duties assigned by the immediate supervisor.

**Warehouse Tally Clerk (Intern)**

GrainBulk Handlers (U) Ltd (Intern)

May 2017 to June 2017

Ensuring proper storage of wheat grain in the warehouse.

Supervising of loading and offloading of bags of wheat grain to and from the warehouse.

Ensuring measurements of the goods are taken very well before and after offloading.

Keeping records.

**Supervisor (General Workers, Waiters & Cleaners)**

Ravens Hotel (U) Ltd

January 2014 - April 2017

Supervise Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc).

Perform and document routine inspection and maintenance activities.

Carry out heavy cleansing tasks and special projects.

Notify management of occurring deficiencies or needs for repairs.

Make adjustments and minor repairs.

Stock and maintain supply rooms.

Cooperate with the rest of the staff.

Follow all health and safety regulations.

**Education**

**Bachelors Degree in Procurement and Logistics Management**

Kyambogo University

2014 to 2017

**Uganda Advanced Certificate Of Education**

Gayaza Road Secondary School

2012 to 2013

**Uganda Certificate Of Education**

Gayaza Road Secondary School

2008 to 2011

### **Additional Information**

#### **SKILLS**

Communication, Team work, Decision making, E-mail and internet, Interpersonal communication, Listening, Multitasking, Office tools (Word, Excel, Outlook ), Social media usage (Facebook, Twitter, etc.)

#### **LANGUAGE SKILLS**

English, Kiswahili, Luganda, Lugwere, Lusoga.

#### **HOBBIES**

Music, Sports, Travelling

#### **REFERENCES**

##### **Sempa Ibrahim**

Freight Agent, Uganda Railways Corporation, Goods Shed.

Tel: +256754978780

Email: sempaibrahim@yahoo.com

##### **Mr.Kamukama Julius**

ICD Supervisor, Spedag Interfreight Uganda Limited.

Tel: +2567747778852/+256700732502

Email: juliuskamukama77@gmail.com

##### **Mr.Khaweka Isaac**

Customers Relations Executive, Spedag Interfreight Uganda Limited.

Tel: +256776722069/+256701046909

Email: wheckcy@gmail.com