**CURRICULUM VITAE**

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| **BIO DATA**  |

Name : **SSENGENDO DAVID**



Address : HOIMA - UGANDA

Date of Birth : 29th March 1992

Nationality : UGANDAN

Sex : MALE

Marital Status : MARRIED

Religion : CHRISTIAN

E-mail : david.ssengendo@gmail.com

Mobile Number : +256708 437148

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| **CAREER OBJECTIVE**  |
| 1. Aspires for a career prospect that will enable me to grow professionally in the field of procurement and supplies, Stores management, accounting, logistics, project management, social work and general business administration as my area of expertise.
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| **PROFILE**  |
| 1. Graduated with a bachelor’s degree in procurement and supply chain management with a second-class degree at Makerere University Business School.
2. I hold an established track record of working with INGOs such as Action Against Hunger, Handicap International, Balloon Ventures Uganda and Living Goods Uganda with over 4 years’ experience in Logistics & stock management, Project Handling, Community Health Based Activities and sales with reputable ability to work with different Teams and provide a high level of innovative solutions at all levels with an extreme level of reliability for both for-profit and not for-profit organizations, particularly excited about sharing my abilities and contributions to the attainment of any organizational vision, mission and objectives.
* I have attained abundant experience and knowledge in procurement and supply, logistics, financial banking and loans management, generally accepted procurement procedures and general business administration. Exceedingly ambitious, self-driven, innovative, analytical, a fast learner, and pride myself as a true team player with good interpersonal skills. I possess a great desire and drive to prosper in all work that I undertake.
* I have distinguished Procurement and Logistical knowledge with ability to use LINK & HMT/Hub Management Tool to operate Warehouses and Stores and support with a clean Driving Record.
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| **EDUCATION AND TRAINING DETAILS**  |
| **DATE** | **EDUCATION/TRAINING** | **INSTITUTION****/ORGANIZATION** | **LOCATION** | **AWARD** | **RESULT** |
| **From** | **To**  |  |  |  |  |  |
| **2011** | **2014** | **Bachelor’s degree in Procurement and supply Chain Management** | **Makerere University Business School** | **Kampala** | **Academic Transcript**  | **Second Class Degree** |
| 2009 | 2010 | A Level [S.5 to S.6] | St. Mary’s Secondary School  | KITENDE  | UACE Certificate | 23 points |
| 2005 | 2008 | O Level [S.1 to S.4] | St. Mary’s Secondary School | KITENDE  | UCE Certificate | DIV I |

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| **DATE** | **ORGANIZATION** | **TITLE** | **ROLE AND RESPONSIBILTY** |
| **From** | **To**  |  |  |  |
| Mar 2020 | To Date | Action Against Hunger (ACF-USA) | Logistics Assistant – Kyangwali. | - Supporting the Base Logistician to follow up all payments submitted to finance and ensure copies are archived.-Supporting repairs and regular maintenance of vehicles and motorcycles in conjunction with Drivers and Base Logistician.-Support proper documentation and filing of documents relating to vehicles and travels i.e. insurance, logbooks, fuel consumption and analysis, accident claims, repair and service records, etc.- Report writing of all stock, inventory and equipment/Assets of all Kyangwali staff on a monthly basis.-Plan, schedule and arrange vehicle movements when needed to the field’s office.-Driver supervision and monitoring to ensure SOPs are strictly adhered to.-Facilities management to ensure that utilities both at Office and Residence/Guest house never run out like Dstv, Power, Water to mention but a few.-Receiving of all items purchased in the store, organizing them, filing necessary documents and dispatching them to final users. |
| Mar 2019 | Feb 2020 | Humanity & Inclusion(Handicap International) | Logistics Assistant – General Means, Arua | -Responsible for fleet management and drafting weekly movement plans. -Fuel monitoring and accountability which involves tracking of all vehicle odometers, fuel receipts and vouchers, fuel replenishment and requesting from HQ and comparing logbook monthly data with details from the fuel provider’s website-Responsible for inventory, stock and storage of all items which involves report writing and stock documentation.-In charge of way bills, delivery notes, purchase orders and all logistics documents plus filing them. -In charge of transporting stock from the Arua HQ offices to the different refugee settlements in West Nile. -Supervision and management of all Drivers to ensure regulations are met at all times.-Analyzing of data from the Shell Portal every end of month to compare balances on fuel cards, compare fuel taken and give comprehensive feedback to HQ. |
| March2017 | Dec 2018 | Balloon Ventures Uganda | Program Coordinator- Tororo | -Carrying out full risk assessments of the community and mitigate them and guarantee safety and security.-All Logistics Management. -Assessment and Recruitment of quality in Country Volunteers.-Giving full time support to all volunteers and Team Leaders.-Assessment and Recruitment of quality entrepreneurs.-Managing and reporting on petty cash budgets for day-to-day costs of the program. -Supporting the wellbeing and health of volunteers.-Supporting and monitoring of all host homes on program.-Taking full responsibility of all monies transferred for volunteer events and any other activities assigned to me by HQ. |
| Jan2015 | Feb 2017 | Living Goods Uganda  | Assistant Branch Manager  | -Supporting the recruitment of new employees. -Motivation of CHPs to achieve set health and sales targets.-Assist with training of new recruits in the company. -Implementing marketing and promotional efforts.-Ensuring that all CHPs are meeting and maintaining target inventory levels month to month-Providing personal requisitions to support field work.-Ensure that all branch sales are entered into the POS and perform daily sales reconciliations.-Collect cash for invoice deliveries and ensure that it banked on time and receipts sent to HQ.-Proper inventory management. -Coordinating and implementation of delivery routes.-Ensuring that all CHPs health reporting is complete, accurate.-Ensuring that all CHPs register and report accurately on their Android phones for Android reporting-Welcoming and handling all donor visits to the branch. |
| Aug 2014  | Dec 2014 | Living Goods Uganda | Android Field Officer / XIT Personnel | -Tech support on Android basis and troubleshooting advice.-Liaised with training teams to help in preparing Training slides as well as advising agents on how to keep their devices in proper condition.-Provided timely reports on a weekly basis using Power points, Charts and Analytical graphs on agent reporting statistics as well as replenishing data and offering more logistical support.-Followed up on data replenishment status of agents and ensured that Data was topped up every start of the month while keeping a 30% margin and re- top up level as well as ensure timely reporting of treatment and pregnancy targets. |
| Jan 2014 | Aug 2014 | Wishes Collection Uganda Limited  | Procurement Coordinator  | -Preparing of pre-qualification documents issued out to different stake holders to secure the company service contracts.-Engage in market analysis to get the best purchasing deals.-Managing of data through maintaining and reviewing of all records of purchased goods.-Evaluating of all prospective suppliers before signing them up.-Receiving of all bid documents and recording them.-Representation of the Company at all bid meetings.-Preparing of bid documents that were later submitted to the various relevant stake holders.-Internal audit of all procurement procedures to make sure that there in line with the set procurement standards of the organization. |

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| **FIELD OF INTEREST**  |
| * Social Work, Procurement and supplies, Stores, Logistics, Project management and general business administration.
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| **SKILLS AND COMPETENCES** |
| * Excellent Project Management and Planning/Execution skills
* Excellent written and oral communication skills.
* Strategy formulation skills
* Strong interpersonal and presentation skills
* Team management skills.
* Strong numerical and analytical skills.
* Negotiation skills.
* Purchasing and supply skills.
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| **COMPUTER SKILLS**  |
| * MS Office enterprise (MS word, Excel, PowerPoint, Access)
* Proven Android-Technical support and Troubleshooting.
* Hardware Repair and Maintenances for Office equipment, Phones and General first hand fixings.
* Questionnaire designing, Data collecting, Mapping and using CSV, KPML to plot Google maps
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| **STRENGTHS AND CAPABILITIES** |
| * A great Field Activist with excellent reporting and Data Analytical skills
* Team Training, Mentoring and Supervision on community development and Administrative Topics.
* Ability to adapt to different people, circumstances and handle unforeseen circumstances.
* Ability to mobilize and influence different audiences and communities.
* Self-driven, motivated and problem solver.
* Ability to accomplish tasks and beat deadlines.
* Willingness to travel and work in complex environments.
* Familiarity with diverse business functions including logistics, finance, human resource and procurement.
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| **LANGUAGES** |
| **MOTHER LANGUAGE:** LUGANDA  |
|  | **Spoken**  | **Written** | **Reading**  |
| * English
* Luganda
 | FluentFluent | ExcellentExcellent  | ExcellentExcellent  |

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| **REFERENCES AND RECOMMENDATIONS** |
| NO. | NAME | TITLE  | ADDRESS | TELEPHONE & EMAIL |
| 1. | Mrs. Brenda Alezuyo | FormerLogistics Officer - Arua | Handicap InternationalHumanity & Inclusion | +256 703 889194balezuyo@yahoo.co.uk |
| 2. | Mr. Bukenya Steven | Base Logistician–Kyangwali | Action Against HungerACF-USA | +256 776 771152baselog-ky@ug-actionagainsthunger.org |
| 3. | Mr. Nahabwe Kenneth | Branch Manager | Living Goods Uganda | +256 392001208knahabwe@livinggoods.org |

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| **DECLARATION AND ACKNOWLEDGEMENT** |

I hereby declare that the above-mentioned details are true and valid to the best of my knowledge.

Date: 30th /5/2020 Signature: ………………

**SSENGENDO DAVID.**