



John Francis Ikaa

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(Home)

● ABOUT ME

I'm procurement officer with over ten years of work experience. I take pride in my responsibilities and I always like to accomplish my tasks in time . I solve problems with ease and I can learn so fast and mingle with other teams easily.

● WORK EXPERIENCE

15/05/2020 – 15/08/2022 Dubai, United Arab Emirates

DEPARTMENT STORE MANAGER MARTHA GENERAL TRADING

- Received and stored goods very properly in the right order.
- Guided on how to classify and code the inventory.
- Monitored the status of stock to avoid expiry.
- Issued goods using (FIFO) systems and also helped staff on how to use it.
- Coordinated with suppliers and helped in ascertaining challenges and addressed them in time.
- Ensure the compliance of store requirements such as temperatures and safety protocols.
- Supervised the store and all the staff.
- Carried out monthly physical stock taking Compiled monthly inventory report and submitted in time to the head of department.

10/03/2017 – 10/09/2019 Juba, South Sudan

FRONT DESK OFFICER TULIP INN HOTEL

- Courteously welcomed and greeted customers and directed them to right offices they wanted.
- Booked for accommodation airport transfer for the customers.
- Received payments from the customers and entered it properly to the system.
- Monitored the cleanness of the rooms in collaboration with housing keeping officer.
- Booked air tickets for the customer to their right destinations.
- Organized meetings for the staff and for the customers and met their needs.
- Marketed Hotel facilities like Gym, swimming pool and others.
- Monitored log books, issuing visitors baggage and following security procedures
- Provided administrative support like performing clerical tasks such as filling faxing, transcribing and copying.
- Generated monthly financial statement and projected income for the company.

03/02/2010 – 15/06/2014 Kampala, Central, Uganda

NIGHT AUDITOR METROPOL HOTEL

- Processed invoices and monitored accuracy of the data entered.
- Kept records of hotel occupancy and availability of the rooms.
- Helped in checking in and out of guests at nights and received payments.
- Prepared monthly financial statement for the hotel.
- Created guest folios and maintained accurate record of customer such as

payments and other services used.

- Followed emergency protocols and worked hand in hand with security department.
- Helped In entering discounts and other miscellaneous entries.

● EDUCATION AND TRAINING

02/06/2011 – 11/08/2014 Kampala, Central, Uganda

DIPLOMA IN PROCUREMENT AND LOGISTICS MANAGEMENT Kyambogo university

Website www.kyu.ac.ug

● LANGUAGE SKILLS

Mother tongue(s): **ATESO**

Other language(s):

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| ENGLISH | C2 | C2 | C2 | C2 | C2 |
| LUGANDA | B1 | A2 | A2 | A2 | A1 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● SKILLS

Communication skills | Microsoft Office | Microsoft Word | Microsoft Excel | Social Media | Social Media | Zoom | Purchasing skills | Google Drive | Negotiating skills | Organizational and planning skills | Good listener and communicator

● CONFERENCES AND SEMINARS

11/10/2014 – 15/11/2014

International Sourcing

Generating ideas of international sourcing.

Brain Stoming procedures involved in international sourcing.

Analysing risks associated with inter sourcing.

● HOBBIES AND INTERESTS

Foot ball

I'm football fan.

Preaching the gospel

I love preaching the gospel of Jesus christ.

● HONOURS AND AWARDS

20/12/2021

Awarded certificate of appreciation – Martha General trading

Awarded certificate by the company

19/06/2021

Awarded certificate – Vectrus

Awarded certificate of appreciation by vectrus company.

● **VOLUNTEERING**

09/09/2004 – 10/10/2025 Uganda

Volunteer

Volunteered in kick polio campaign , immunisation of children in the community.

● **RECOMMENDATIONS**

Ulisheba Michelle Supervisor

She was my supervisor at work in the United Arab Emirates.

Phone (+1) 2547094055

Calvin Thomas

I have known him for two years he was my operation manager.

Email mrcbt1@aol.com | **Phone** (+1) 2285479182

Christopher kyte General manager

I have worked with him for two years. And he was my general manager

Phone (+1) 9124633403

● **DRIVING LICENCE**

Driving Licence: B1