

CURRICULUM VITAE

Surname	Mpiima
First Name	Johnson
Date Of Birth	December 12 th 1995
Marital Status	Single
Nationality	Ugandan
Home City	Mukono
Contact	0750467413
Religion	Protestant
Email	mpiimajo@gmail.com johnson.mpiima@movitproducts.com

PROFESSIONAL SUMMERY

An Information Technologist & Supply Chain officer and professional with two (2) years local and foreign Information Technology Help Desk Support and Supply Chain (Business) experience in wide variety of Service and Business methodologies and management, excellent problem solving and strategic planning, abilities to Operate with Systems such (SAP), SF, Google Online and Micro soft Packages, Microsoft Power BI, Google Sheets, Delivering IT Help Support resources and Services efficiently, with strong analytical and organizational skills and committed to organizational goals while placing organizational interests above personal.

Proficient with Information Technology and Procurement and Supply Chain records, including successful management of change over from physical to electronic records. Able to multitask, Creative and innovative, a team player, self-driven, able to learn quickly with excellent work ethics and integrity, dedicated to accuracy while taking responsibility, managing time, dynamic, hardworking, Data management and able to meet targets.

CAREER OBJECTIVES

To ensure effective Information Technology and delivery of quality Services through proper co-ordination and corporation with entire stake holders and Staff, minimize lead time and losses through skillful supervision to avoid customer complaints and above all to ensure time, value for money attainment while executing duties with integrity and professionalism.

EDUCATION BACKGROUND

INSTITUTION	DURATION	AWARD
YMCA institution	2016-2020	Bachelor of Information Technology
Aidan College	2012-2014	Uganda Advanced Certificate of Education
Aidan College	2009-2012	Uganda Certificate of Education
Ndejje View Primary School	2001-2008	Primary Leaving Examination Slip

OTHER TRAININGS ATTENDED

PERIOD	FIELD	ORGANISATION	AWARD
JUNE-JULY 2020	Information Technology Intern	Buzen Technologies	Field attachment Certificate
25-26 May 2021	Lean Material Management	HR & Management Agency Limited	Certificate of attendance
5-28 October 2021	Procurement & Supply Chain	Uganda Management Institute	Certificate of Study

WORKING EXPERIENCE:

Information Technology officer – Movit Products Ltd, 2021.

- Duties and Responsibilities
- Installing and configure computer hardware, operating systems and applications
- System (SAP) Help Desk Support.
- Data management systems and software installations.
- Monitoring and maintain computer systems and networks.
- Talk to staff or clients through face-to-face interactions, over the phone or other digital platforms to help set up systems or resolve issues.
- Troubleshooting, diagnosing and repair computer system and network problems and hardware or software faults.
- Providing IT support, training, and orientation for new technology users
- Carrying out the repairs and maintenance of all PCs, printers, telephones and other related systems
- • Setting up new users' accounts, generate passwords, protect and maintain records of hardware and software inventory.
- Identifying cyber risks and develop controls to mitigate them.
- Carrying out electrical safety checks on all company computer equipment.
- Closely work with team to implement technical projects as per the business needs.
- Conducting routine audits and back up of company data
- Liaising with the digital team to develop and implement standard operating procedures for access and usage of company ICT systems.
- Perform other duties as may be assigned from time to time.
- Data Entry Clerking Documentation, Reports and Data Entry roles.

Inventory (Supply Chain) officer – Movit Products Limited, February 2020 up to 2020 November

Duties and Responsibilities

- Location administration
- System (SAP) works such as: Transactions, Tracking, Data storage in SAP System
- Monitoring Information and Products status
- Making of Purchase Requisitions & Orders
- Data and Record Management with Weekly and Monthly Reports
- Risk Management and Finding solutions.
- Data Entry Clerking in SAP & Google and Microsoft Packages, Receiving and Planning for Production, Documentation and Providing feedbacks towards Operations.
- Liaise with Staff to develop plans.
- Monitor business trends and Product availability to pay the best price for organization's goods and services without sacrificing quality or delivery time.
- Preparing Monthly, Quarterly and annual reports.
- Developing professional relationship with suppliers.

- Review Inventory and procurement policy and practices to match with that of the organization.
- Ensure compliance with regulatory bodies and all other stake holders on inventory and procurement matters.
- Verify invoices and delivery notes by ensuring that they tally with purchase orders.
- Taking minutes of procurement committee meetings and records management.

Digital Marketing – Wakanda Mobile Salons (Small Scale Business)

- Online Advertising via Facebook & other Online Platforms.
- Social Media and Application Managing
- Creating Online Presence
- Search Engine Optimization of the Business.

IT and Software and Application Design & Management (Intern). Buzen Technologies Ltd -One Month.

Duties and Responsibilities

- Software Designing
- Application Designing.
- Graphics.
- Data Base Creation and Management.

ACHIEVEMENTS

- Data Variances and errors through introduction of new systematic ideas and Google Online Packages for easy tracking of Transactions and customer Records at any time needed for accessibility.
- System Help Support bridge to Supply chain Department which has contributed to increase in system knowledge in fellow work mates (Team work).
- Innovated Online Package use to avoid the loss of data, which saved time and reduced delays.
- Decreased Transit Variances in system through introduction of new systematic ideas of tracking.
- Reduction of customer complaint and user complaints about to 0%
- Team building and staff training on IT and Supply management.
- We have successfully at 0%, reduced the loss of goods in transit through proper follow up and monitoring of goods in transit.
- Strengthening costumers and inter office/Departmental relationship.
- Promoting professionalism practice and ensuring that ethical conducts are observed amongst team members.

SKILLS, COMPETENCIES AND ABILITIES

Effective leadership, Conflict resolution and Strong Organizational skills	Customer relations, Critical thinking and problem-solving skills.	Interpersonal and Communication Competencies.
Able to Plan, priorities, and Coordinate resources.	Time Management, Personal drive, Resilience and Result Oriented.	Adaptability and Cost Consciousness.
A good listener, Flexible and places organizational interests above personal.	Reliable, tolerant and determined while executing duties.	Computer literate (Ms Word, Excel, Email, internet, SAP, SF, MM, outlook Google Online Packages)
Ability to handle Complex and Critical Situations.	Ability to make quality decisions and receptive to new ideas and changes.	High level of integrity and ethical conduct.
Analytical and report writing skills.	Strong commitment to team work and accountability.	Multicultural and Multi-tasking Competencies.
Strategic action Competencies.	Ability to work extended hours and meeting targets.	Proactive, innovative, creative and commitment to organizational goals.

LANGUAGES

English | Luganda | Lusoga | Lukiga

HOBBIES AND INTERESTS

Learning new thing, Research, Travelling, and Attending church services.

DEDICATION

I Mpiima Johnson hereby certify that the above information is true and correct.

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Referees

NAME	ORGANISATION	POST	CONTACT
Mr. Yakolamu Balyegisawa	Movit products ltd P.O. Box27109, Kampala.	IT officer	Tel: (+256) 757534872 yakolamu.balyegisawa@movitproducts.com
Mr. Beinomugisha Onesimus	Movit products ltd P.O. Box27109, Kampala.	Supply Chain Supervisor	Tel:(+256)756236204 onesmus.beinomugisha@movitproducts.com
Mr. Kwagala Robert	Buzen Technologies Ltd PO BOX Kampala (U).	CEO	info@buzentechnologies.com.