
OTIN PATRICK

BUSIIKA-GAYAZA

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Im a competent and independent worker with three years of experience in different working departments. I am a strong communicator with excellent interpersonal skills and knowledge. I contribute extensively to teamwork and always display a willing and helpful manner when resolving, analyzing, and investigating various stock discrepancies.

Professional Experience

Yaket International Limited Kiziri Lower Factory Supervisor

07/2024 - present

- Evaluating employee performance, providing feedback and recommendations for promotions.
- Keeping the production line operational and ensure a continuous manufacturing process.
- Inspect products and materials to verify quality and reduce waste.
- Monitoring proper functioning of factory machines.
- Assign daily tasks to workers based on production requirements and individual capability.
- Conduct training for new employees on equipment operations , and safety procedures.

Joinus Financial Management Kakumiro District Loans Officer

06/2022 - 02/2024

- Conducting direct promotion and other marketing activities daily.
- Interviewing applicants to determine financial eligibility and feasibility of granting loans.
- Conducting loan analyses and preparing loan assessments according to the organizations procedures.
- Presenting loan proposals to the credit committee.
- Disbursement; communicating the disbursed amount to the client.
- Monitoring and recovery

GOABROS FARM KIRYANDONGO ASSISTANT SALES REPRESENTATIVE

01/2016 - 12/2016

- Solicit orders from customers in person or by phone.
- Demonstrate the use of agricultural equipment or machines.
- Recommend changes in the use of agricultural products to improve products.
- Prepares reports of business transactions.
- Informs customer of delivery supervising causal workers and ensuring that they have protective gear during working hours.
- Inform customers of estimated delivery schedules, service contracts, warrantees, or other information pertaining to purchases
- Displays or shows customer agricultural related products.
- Compiles lists of prospective customers for use as sales leads.
- Prepares sales contracts for orders obtained.
- Help customers fill orders and keep records of stock.
- Replace damaged or missing products.

Education

MAKERERE BUSINESS INSTITUTE Diploma In Information And Communication Technology - 2 • Credit	03/2017 - 06/2019
MAKERERE BUSINESS INSTITUTE Certificate In Information and Communication Technology - 2 • Credit	04/2014 - 04/2015
St Joseph's School Tiiti Uganda Certificate Of Education - 3 • Ordinary level	02/2009 - 10/2012
KIGUMBA CENTER PRIMARY SCHOOL Primary Leaving Examination - 3	02/2002 - 11/2008

Key Skills

- Great interpersonal and result oriented skills
- Excellent time manager and ability to multitask
- Computer skills of software installation, troubleshooting, and knowledge of office software packages
- Excellent communication skills
- Good problem analysis and assessment skills
- Good judgment and problem solving skills
- Good managerial, leadership, and decision-making skills
- Excellent planning and organizational skills
- Good coaching skills
- Strong research, report writing, and networking skills
- Sound negotiation skills & enterprising skills.

Interests

- Learning and adopting new skills with my new employer

References

KALANGWA JOHNMARY - CEO, Joinus Financial Management Kakumiro District
0786312158 | johnmarykalangwa@outlook.com

Emmanuel Brian Oule - Corporate Business Development Manager., Medipal International Hospita Kampala
0773125756 | Ouleemmanuel@gmail.com