C**URRICULUM VITAE**

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**ABSTRACT**

I am a results oriented worker, with the ability to expand and explore more in relevant fields and working with various categories and classes of people is my passion

**PERSONAL INFORMATION**

Date of Birth 16th Oct 1987
Citizenship Ugandan
Gender Male
Marital Status Single

Good in**:** English, Luganda

**PROFESSIONAL EXPERIENCE**

**Reception Guard atDubai properties under Securitas security company LLC (17th April 2013 – present)**

**Duties & Responsibilities**

* Receiving & Directing Clients
* Maintaining Cardio Relationship with existing clientele
* Receiving Clients complaints and resolving them when need be and also forwarding them to management
* Protection of clients and their property against loss and damage
* Prevention of waste

**Customer Relation Officer at MTN Uganda (5th February 2012 – 31 March 2013)**

**Duties and responsibilities**

* Receiving clients complaints and resolving them and forwarding them
* Maintaining good relationship with the clients
* Sourcing for potential customers

**Data entry clerk at Computer Link Nairobi Kenya (12th June 2011- march 2012)**

**Duties and responsibilities**

* Troubleshooting and typing and data entry
* Installing driver software, Application Software
* Generating Reports

**Assistant Administrator (volunteer) at THE AIDS SUPPORT ORGANISATION (TASO)**

**5th November 2009 - 2nd May 2011**

**Duties and responsibilities**

* Arranging counseling kits and files
* Home based health care in outreaches
* Filling of clients bio data into the system
* Organizing outreaches

**EDUCATIONAL BACKGROUND**

**Academic awards and schools attended**

**2007 – 2009:**

Diploma in Social Work and Social Administration (DSWSA)

Makerere Institute for Social development

**2006 – 2007:**

Certificate in Computer Application (CCA)

Makerere University

**2004 – 2006:**

Advanced Level certificate Course UACE)

Armoret High School

**1999 – 2004:**

Ordinary Level certificate (UCE)

Seeta College

**ADDITIONAL KNOWLEDGE**

Computer knowledge in the following areas:

* Word processor package ( MS WORD )
* Spread sheets ( MS ACCESS, MS EXCEL)
* Power point
* Computer care
* Working with Internet

**SKILLS AQUIRED**

* Good writing and verbal communication and negotiation skills
* Good Organizational skills and ability to work with minimum supervision
* Ability to positively influence and motivate others even in multicultural environment
* Team player with ability to build and maintain team dynamics
* Good people management capabilities
* Ability to set and execute procurement procedures as well as ability plan resources to ensure timely and efficient service delivery
* Focused and goal driven with ability to coach and mentor
* Computer literate with proficiency in Microsoft office, internet applications
* Willingness to learn and work under deadline driven environment.

**Personal Interest**

* Searching for new ideas
* Reading articles and novels
* Making friends
* Traveling
* Lending a hand to the needy
* Love for children
* Interest in adventure and learning new ideas
* Career advancement

I certify that the information given above is true of my knowledge.