Mutyaba.280594@2freemail.com

RESUME LETTER

**A. PERSONAL DETAILS AND CONTACT ADDRESS**

**Name: Mutyaba**

**Nationality: Ugandan.**

**Marital status: Single.**

**Date of birth: 02/02/1988**

**Current Address: United Arab Emirates**

 **Sharjah**

**B. CAREER OBJECTIVE:**

To serve others at all times as long as am physically and mentally sound; to be creative and competitive, striving to gain knowledge in every aspect with the aim of transformation.

**C. FORMAL EDUCATION:**

East College Lumuli (Uganda Advanced Certificate of Education)

* A-levels in history, Economics, Geography, Art

O-levels in Kakungulu High School (Bombo)

* Uganda Certificate of Education

**D. PROFILE:**

Dynamic, energetic, focused, result oriented and self-motivated person able to work in a team, and learn new ideas.

Dedicated to maintain high standards of excellence with a remarkable interest to achieve professional excellence and excel in modern business changing environment.

**E. PERSONAL SKILLS AND COMPETENCES:**

• **Professionalism:** Proven analytical and evaluation skills; able to conduct independent research and analysis, identify issues and formulate conclusions and recommendations. Commit to implementing the goal of gender equality by ensuring equal participation and full involvement of women and men in all aspects of peace operations. Demonstrate use of initiative and ability to make appropriate linkages in Movement Control requirements and anticipate next steps.

• **Planning and Organizing:** Ability to establish priorities, plan, coordinate and monitor own work plan; Able to manage conflicting priorities. Ability to work under extreme pressure with tight deadlines and, at times, inadequate resources; strong problem - solving skills.

**2013: Family Driver**

**Roles performed:**

* **Maintain the vehicle or all the vehicles of the employer by keeping them clean and in running state.**
* **Take the vehicle (s) or send them to a repair shop/ garage for repairs when needed.**
* **Care for the people travelling in the vehicle when taking them from one place to another.**
* **Abide by the rules and regulations laid down by the state authorities to avoid any mishaps/ accidents.**
* **Make sure that in case of making a delivery for the employer, the package is delivered in the best condition and in timely fashion.**
* **Take care for the safety of those who are travelling with him/ her in the vehicle.**
* **Keep all the documents of the vehicle and his/ her license in place while driving any vehicle.**

**2014 to Present: Emirates Taxi L.L.C Sharjah**

 **Driver**

 **Driver responsibilities:**

* **Courtesy and helpfulness,**

 **representing the public face of the industry.**

* **Knowledge and observance of traffic lawa**

**obeying and respecting the road rules and other road users. thus as adriver, it was a must to obey the obligations under the public care objective in order to provide a safe service.**

* **Acceptance of fares**

**as adriver, I was supposed not refuse a fare that is too short or inconvente. hence providing scerives to all the peaple around my place of work.**

* **Knowledge of major routes and destinations**

**As adriver I was supposed to know and use major routes. thus expected to know the major destinations within my zone. These include airports, major railway stations, major hotels and sporting and cultural facilities.**

* **Taking the most direct practicable route**

**As adriver, I was required to take the most direct, practicable route from where I pick up a customer to the requested destination, unless otherwise directed by the customer and I would briefly consult a street directory or GPS when in doubt.**

* **Neatness, cleanliness and tidiness**

**Passengers have a right to expect taxi drivers to be neat, clean and tidy in appearance and without being offensive.**

* **Assistance to passengers**

**As ataxi driver, I was required to provide reasonable assistance with a customer's luggage. This includes assistance with getting luggage into and out of the cab, taking reasonable care while in the taxi, and immediately reporting any found items to my network service**

**APTITUDE:**

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| --- | --- | --- | --- | --- | --- |
| LanguageSpoken | SpeakingLevel | ReadingLevel | Writinglevel | Understandinglevel | Overalllevel |
| English | Excellent | Good | Good | Good | Good |
| Luganda | Fair | Fair | Fair | Fair | Fair |
| Swahili | fair | fair | Fair | fair | fair |