**Curriculum Vitae**

**Name** KIGGUNDU

### **Personal Profile**

I am a responsible, hardworking, enthusiastic, self-motivated adult who is willing to work and achieve good goals. I can work under minimum supervision and pressure from my superiors. I am ready to learn new ideas in order to attain good knowledge for purposes of better service delivery.

**EDUCATION BACKGROUND**

**Aug 2009 – August 2012**

Nkumba University, P O BOX 237, Entebbe, Uganda – Bachelor of Information Technology

**2007 – 2008**

Namagabi Secondary School, P.O. Box 18098, Kayunga, Uganda – Uganda Advanced

Certificate of Education (Advanced Level Secondary).

**2003 – 2006**

Bombo Secondary School, P.O. Box 118, Bombo, Uganda – Certificate of Education (Ordinary Level Secondary).

**WORKING EXPERIENCE**

**May 2013 – September 2014**

Sho Cho Telecom – Data Entry Clerk/Internal Sales Executive

Responsible for data entry, Stock take and Selling of mobile telephones and accessories at the same time.

**January 2011 – December 2012**

Western Merchants – Front Desk Officer / Data Entry Officer – responsible for the distribution of internal/external communications and operating the photocopying machine. Also responsible for entering customs entries in the computer.

**May 2010 – December 2010**

Unique Computers Ltd – Internal Sales Executive (responsible for computer usage/application demonstrations.

**CAREER OBJECTIVE**

To have experience with new challenges that build and further my knowledge in the work field. I would like to improve on the skills I have obtained from the University and also acquire more knowledge and exposure in the business environment.

**Miscellaneous**

***Personal skills***

Communication and leadership skills among others.

***Proficiency in computer skills***

MS Office – Ms Excel, Internet and Emailing.

### **Language skills**

English (Excellent)

Luganda (Native)

### **Hobbies**

Travelling, Reading, Sports, Meeting and interacting with people

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