**CURRICULUM VITAE**

**PERSONAL INFORMATION**

****

Name : Tumusanyukira

Sex : Female

Nationality : Ugandan

Marital status : Single

Email : Tumusanyukira.334448@2freemail.com

|  |  |  |
| --- | --- | --- |
|  |  |  |

# EDUCATION PROFILE:

1. HIGH INSTITUTION OF LEARNING.
* 20-Febuary 2014 Graduated with a Master’s degree in Business Administration from Kyambogo University-pending Transcript
* 02-October 2009 Graduated with Bachelor’s Degree in Mass Communication from Uganda Christian University.
1. SECONDARY EDUCATION
* 2004-2005, completed U.A.C.E from Kasawo Senior School.
* 2000-2003, completed U.C.E from St Kizitos.sKabowa.
1. PRIMARY SCHOOL
* 1993 – 1999 Kawuku Boarding School from where I completed P.L.E.

**WORKING EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **PLACE** | **POST & TASKS** |
| 2014 up to date | Amoo Holdings International | **Customer Care Manager*** **Receive and direct victors and clients**

Create new accounts for clients.* + Procurement of office stationary
	+ Follow up clients’ accounts
	+ Update clients about their cargo status.
	+ Give relevant information to clients through mails, faxing and phoning.
	+ Ensuring good clientele relationship
* Prepare agendas for meetings and schedules
* Dispatching of Documents.
 |
| July 2010 up to 2013April 2010 uptojune | Kenfreight Uganda Ltd Bweyogerere . | * **Administrative Assistant,Administration Department**
* Analyze requisitions from various departments
* Resolve administrative problems and inquires
* Maintain office supply and inventories
* Procurement of office stationary and equipment.
* Preparing relevant purchase orders
* Keeping records of purchased items
* Evaluate suppliers and make follow ups on supplies for timely deliveries
* **Receptionist, Administration Department.**
* Manage the front desk (ensuring that it’s clean and neat).
* Welcome company visitors and clients.
* Attending to calls both incoming and outgoing.
* Receive letters or documents and pass them to the addressed persons.
* Dispatch documents to various countries
 |
| 2009-December-March 2010 | Kenfreight Uganda Ltd Bweyogerere Branch | * **Customer Liaison executive, Imports Department.**
	+ Create new accounts for clients.
	+ Follow up clients’ accounts
	+ Update clients about their cargo status.
	+ Give relevant information to clients through mails, faxing and phoning.

Ensuring good clientele relationship. |
| Jan-May 2007 | Super Fm Radio  | * **News reporter.**
	+ News gathering
	+ News writing.
	+ News reporting
 |
| 12/2005 -10/2006 | Maa super market mukono | * **Cashier /super market attendant.**
	+ Manage the front desk
	+ Receive money from customers and offer receipts.
	+ Welcome customers
 |
|  |  |  |

**PROFESSIONAL EXPERIENCE / QUALIFICATIONS**

* Strong communication and presentation skills
* Good customer care skills
* Strong attention to detail, organizational skills, able to multi-task and meet frequent deadline.
* Discretion in handling confidential information.
* Self-motivated and goal driven character.
* Ability to work long hours under pressure, Strongcommunication and interpersonal skills with the ability to develop solid working relationships and interact with staff at all levels of the organization
* Ability to work independently and as part of a team.( good team player)

LANGUAGE PROFICIENCY:

English (excellent), Luganda(Excellent).

COMPUTER SKILLS:

 MS Excel, MS. Word and MS. Power point.

**OTHER PAST RESPONSIBILITIES**

* 2004 – 2005 I served as an Ass. National editor of Kasawo mirrors press club.

HOBBIES

Reading novels

Traveling

Swimming

Interacting and making new friends.

**EXPECTATIONS**

 Serving professionally with all due ethics.

|  |  |
| --- | --- |
|  |  |

I the undersigned certify that the above information correctly describes my qualifications, experience and myself.

…………………………………. ……………………

Date