**CURRICULUM VITAE**

**PERSONAL INFORMATION**

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Name : Tumusanyukira

Sex : Female

Nationality : Ugandan

Marital status : Single

Email : [Tumusanyukira.334448@2freemail.com](mailto:Tumusanyukira.334448@2freemail.com)

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# 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**

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| **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 2013  April 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 |
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**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.

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

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Date