**CURRICURUM VITAE**

**BIO- DATA**

Name:Nankanja

[Nankanja.335139@2freemail.com](mailto:Nankanja.335139@2freemail.com)

Sex: Female

Date of birth: 30/06/1989

Marital Status: Single

Nationality: Ugandan

**EDUCATIONAL BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **SCHOOL** | **AWARD** |
| 2005-2006 | Mandela CollegeSchool | U.C.E |
| 2009-2010 | Buwagga SS | U.A.C.E |

**RELEVANT SKILLS, PRACTICAL ABILITY AND COMPETENCE**

* Time Management.
* Effective communication skills.
* Good customer care with integrity and interpersonal skills.
* Ability to work as a part of Team to achieve common objective.
* Effectively work under pressure and ready for extra hours.
* Loyal, submissive, sympathetic and giving advice.
* Work to serve and learn more

**WORK EXPERIENCE**

|  |  |  |
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| **PERIOD** | **COMPANY** | **DUTIES** |
| **2010-2015** | **K.RN.ENTERPRISES** | **SECRETARY** |
| **2015 up to date** | **MALABA STARS COMPANY** | **SECRETARY** |

**LANGUANGES**

* English Excellent
* Luganda Good

**HOBBIES**

* Innovation
* Reading
* Travelling
* Learning new ideas

**CERTIFICATION**

I the undersigned certify that the information given above is the best of my knowledge and believe that the biological data above describes my qualification, experience and my self