**CURRICULUM VITAE**

**PERSONAL INFORMATION:**

Name : **MUGISHA**

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**CAREER OBJECTIVE:**

A well-presented, articulate and confident individual with a proven ability to provide exceptional quality management to maintain and improve quality as per the vision and mission of an organization on the one hand, and customer requirements on the other hand. Providing flawless services to ensure standards are maintained at every level of a process or system of an organization. Through proper documentation and process control, predictive measures are instituted to prevent Non Conformities and in the event of a NC, corrective measures are taken and supervised to ensure they are closed. Having an outgoing personality, good interpersonal skills, and the ability to work in a multi-national team environment with confidence and minimal supervision. Comfortable working in a fast paced environment and able to build and maintain good relationships with work colleagues and clients.

I am currently in need of a new challenge in any Organization that offers variety and the opportunity to further develop both personally and professionally.

**EDUCATIONAL** **BACKGROUND:**

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| **PERIOD** | **UNIVERSITY/INSTITUTION** | **AWARD** |
| **2011 – 2014** | **Makerere University**  **Kampala Uganda.** | **Bachelor’s degree in business Administration (Majoring in Accounting.)** |
| **2008 – 2010** | **YMCA Comprehensive institute**  **Kampala, Uganda.** | **Diploma in Accountancy.** |
| **2009 – 2010** | **YMCA Comprehensive institute**  **Kampala, Uganda.** | **Certificate in computer application and certificate in computerized accounting packages. Tally and Quick Books.** |
| **2005 -2007** | **Crown High School**  **Kampala Uganda.** | **Uganda Advanced certificate of Education.** |
| **2001 - 2004** | **Five star High School**  **Ntungamo , Uganda.** | **Uganda certificate of Education** |
| **1994 – 2000** | **Kinoni Integrated primary school Mbarara ,Uganda.** | **Primary leaving Education.** |

**OTHER TRAINGING.**

Under went through an industrial training / internship at DS-Consult for three months under accounts department, salary section department and book keeping department.

**WORKING EXPERIENCE:**

**Company: Etihad International Hospitality Abu Dhabi UAE.**

Duration: **6Th JUNE 2016 TO DATE**

Position: **Cleaner /Room attendant at Emirates Palace Abu Dhabi**

**DUTIES HELD & SKILLS AT HAND**

* Replacing stocks of guest supplies
* Re-stocking drinks in the mini-bar
* Bed making skills such as king bed ,extra bed , Single bed & German bed
* Carpet bonneting skills
* Carpet shampooing skills
* Carpet polishing skills
* Marble polishing & terranova polishing
* Crystallization &salt mark removing
* Customer care handling skills
* Handling and solving problems / complaints arising from guests / clients
* Timely finishing of the assigned tasks /duties

**Company: Afristock Company Limited Kampala, Uganda.**

Duration: **2ndDec 2012 to 12th  January 2014**

Position: **Store keeper / Accounts Assistant.**

**Skills gained: Expertise in Inventory Management.**

**RESPONSIBILITES:**

* Receiving stock and capturing the data in the system.(Tally).
* Updating the stock card of inventory for the company.
* Physical and spot checking of stock to make sure the system is tallying with physical stock.
* Updating stock transfers and store ledgers for easy tracking of stock movement.
* Receiving the goods from the containers and tallied with the pro-forma invoice to make sure what was ordered is what is received by the consignee (Afristock).
* Making deliveries to clients where need would arise and made sure goods were received in good condition that is acceptable by standards.
* Any other official duty assigned by the seniors.

**Company: DS –Consult (U) limited Kampala Uganda.**

**Duration: 11th Feb 2014 TO 05th August 2015**

**Position: Finance Assistant**

**Skills gained**: Expertise in Tally and Quick book accounting packages in application and implementation

**RESPONSIBILITES**

* Preparing books of accounts for auditing purposes.
* Preparing salary sheeting using the payroll system.
* Receiving cash and issuing out receipts.
* Training the accounting packages (Tally and Quick books) to clients in need.
* Bank reconciliation and posting the information in the system (tally).
* Any other official duty assigned.

**Company: Housing Finance Bank Ovino Branch, Uganda.**

**Duration:** **02nd FEBRUARY 2010 to 12th NOVEMBER 2011**

**Position:** **Sales Representative.**

**Skills gained : Customer care skills and dynamic in getting customers in competitive market.**

**RESPONSIBILITES:**

* Receiving customer and answering different questions regarding the bank and guiding them where necessary.
* Empowering customers in different areas regarding banking (housing finance bank )
* Registering of recruiting new customers.
* Scheduling and making dates for promotions of specific areas.
* Any other official duty assigned.

**ORGANIZATIONAL AND PERSONAL SKILLS:**

* Finely tuned analytical and research skills with dedication to clear communication and presentations.
* Practically oriented.
* Innovative with good analytical skills, loyalty, faithful, obedient, willing to work under pressure.
* Good aptitude for team work.
* Always willing to learn and adapt very fast.
* Can conveniently work with people from multicultural background.
* Very good communication skills and good in human relationships, enthusiastic, and have excellent customer service skills.
* Quality and Service Orientation
* Customer Orientation

**COMPUTER KNOWLEDGE**

* Inventory stock manager software application.
* Tally accounting package application and implementation.
* Quick books accounting package application and implementation.
* Micro soft excels application.
* Micro soft word application**.**

**LANGUAGE PROFICIENCY:**

**LANGUAGES: Speaking Written Reading**

English Excellent Excellent Excellent

Luganda Fluent Fluent Fluent

Kiswahili Fluent Fluent Fluent

Arabic Essentilal

Hindi Essential

**HOBBIES:**

* Developing and taking on new challenges to acquire the desired goals.
* Discovering and optimizing new business ideas.
* Team work.
* Surfing and art design.
* Human and community development.