

**CURRICULUM VITAE**

**Name:** Evelyn  **Nationality:**Ugandan

**Age:** 25yrs **Sex:**Female

**Marital status:**Single **Language:**English

**Visa:**Visit visa **Address:** Bur Dubai,dubai

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**WORK EXPERIENCE**

**AIRTEL UGANDA (TELECOMMUNICATION COMPANY),KAMPALA– UGANDA**

Position held**:Administrator/Secretary (JAN 2013– SEPT2016)**

**DUTIES**

* Keeping up-to-date with the activities of the Head of Department and relationships between individual teams and other departments, particularly the Facilities managers to ensure the department is running smoothly.
* Supporting the department heads with the co-ordination and arrangements, including preparation of agenda and papers, of internal and external meetings, specifically individual team and other department meetings.
* Taking minutes at internal and external meetings, ensuring signed copies are maintained in appropriate systems and follow up action takes place within agreed timescales.
* Producing correspondence, reports and confidential documents in consultation with the department heads.
* Dealing with incoming and outgoing post, including assisting with the dispatch of information/support and documents.
* Maintaining and develop procedures and systems to ensure the maintenance of manual and electronic filing systems.
* Maintaining up-to-date records of staff records and leave administration.
* Being the Departments focal point, in liaison with the other departments.
* Ensuring a clean and tidy working environment.

My main achievements in this job include;

* Reduced paper wastage by 40% and introduced scan and save filling old receipts
* Customer satisfication

**EDUCATIONAL BACKGROUND.**

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| **Year** | **Institution** | **Award** |
| 2011-2014 | MakerereUniversity | Bachelors of Business Administration |
| 2009-2010 | St. Charles Lwanga International School Kakiri | UgandaAdvancedCertificateof Educational |
| 2004-2008 | Hawa Secondary School Wakiso | UgandaCertificateofEducation |

**PROFILE**

I am a friendly, social and outgoing person who can get along with people in all situations. I am reliable, hard working, trustworthy, a good public administrator with great passion for customer satisfaction. Am willing to learn and go on with the growth of the company.

**OBJECTIVES**

To continue my career with an organization or Company that will fully utilize my customer service skills, management, Supervision & Administrative skills to benefit mutual growth and success. Also to build my career and skills to an international level hence yielding results in the frame-work of international development.

**SKILLS AND COMPETENCES**

Specialized skills: MS word,excel,access,powerpoint,internet

Other skills: efficient communication ,interpersonal ,organizational skills

**PERSONAL ATTRIBUTES.**

Team player,selfstarter,enthusiastic& target oriented.

**REFEREES**: Available upon request