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| New_logoContact HR Consultant for CV No: **2052984**E-mail: response@gulfjobseekers.comWebsite: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  |

CURRICULUM VITAE

**PERSONAL INFORMATION**

**DATE OF BIRTH:**  13TH /12 /1983

**PLACE OF BIRTH:** BUKOTO, MASAKA, UGANDA.

**CITIZENSHIP:** UGANDAN.

**GENDER:** FEMALE.

**MARITAL STATUS:** SINGLE

**RELIGION:** CHRISTIAN

# Education and qualifications

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| YEAR | INSTITUTION/SCHOOL | QUALIFICATION |
| 2012 - 2014 | MAKERERE UNIVERSITY | MASTERS IN PUBLIC ADMINISTRATION AND MANAGEMENT |
| 2003 - 2006 | MAKERERE UNIVERSITY | BACHELORS DEGREE IN ARTS WITH EDUCATION, Specialized in Economics and Religious Studies |
| 2001 - 2002 | NAALYA SECONDARY SCHOOL | UGANDA ADVANCED CERTIFICATE OF EDUCATION (UACE) |
| 1997 - 2000 | NAALYA SECONDARY SCHOOL | UGANDA CERTIFICATE OF EDUCATION (UCE) |
|  1990 - 1996 | KITANDA PRIMARY SCHOOL | PRIMARY LIVING EXAMS (PLE) |

WORK SUMMARY

**SHELTER AND SURROUNDINGS.LTD.** K’la, Uganda

Administrative Assistant 2015 – 2017

**Responsibilities**

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| * + - Perform the administrative functions of handling correspondence, arranging meetings and overseeing paper work as per the requirement.
		- Keep track of the tenders called for and respond to them within the stipulated time limits.
		- Maintain on-site accounts by keeping track of the incomes and expenses.
		- Perform duties necessary to manage the several documents of the organization, namely; drafting, authorizing, filing, copying, scanning, mailing and record keeping.
		- Receive and file the on-site projects development reports regularly and maintain the project details for the organization.
		- Establish effective coordination and communication between the office and the on-site activities.
		- Processes the supplies order received form on-site and ensure timely delivery of the raw materials to the construction sites.
		- Assist the project manager in managing the construction site activities as per the set plans and budgetary restrictions.
		- Make certain there is no breach of contract by either party. Report to project manager immediately, in case of non-compliance with contractual terms.
		- Create, manage and organize all file systems and folders; Hard copy and on the computer.
		- Manage day to day operations for all construction sites.
		- Serve as liaison to financial accounting and accounts payable departments to track approved store budget.
		- Greet clients, answer phone calls, check voice mails, screen emails, prepare invoices, track customer billing and payments.
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PG3 Logistics Co. Ltd. K’la, Uganda

Administrator /Operations Officer2012 – 2014

**Responsibilities**

* Crucial to effective and efficient day-to-day operations of the company.
* Responsible for management of office equipment
* Maintaining a clean and enjoyable working environment
* Handling external or internal communication or management systems
* Managing clerical or other administrative staff
* Organizing, arranging and coordinating meetings
* Sorting and distributing incoming and outgoing post
* Maintain supplier and bid accuracy in company database.
* Process petty cash requests through delivery and review of completed applicable documents and forms.
* Ensure distribution of products and supplies to appropriate department or personnel.
* Review suppliers’ catalog of products and interviewed for the purpose of obtaining pricing and product specifications.
* Coordinate deliveries and acted as point of contact for suppliers to ensure on-time delivery.
* Investigate and reconcile Purchase Orders against bids and approved payment of supplies.
* Supervise shipping and receiving operations.
* Procure materials needed for efficient movement of goods inside and outside warehouse.
* Update computer systems with shipment details.
* Oversaw inventory counts and resolved discrepancies.
* Create team schedules and coordinated pay roll with accounting department.
* Assist Head of Operation in preparation of company daily, weekly, monthly and yearly reports and other assigned duties.

**Opportunity Bank** K’la, Uganda

Customer Service officer-Teller and Front Line Associate – Western Union Dept. 2009 - 2011

**Responsibilities:**

* Responsible for providing exceptional customer services including efficient and accurate transaction processing.
* Integrity- Profession expression of absolute commitment to ethics, honesty and credibility with customers.
* Fluent in foreign exchange, enabling international business customers with foreign exchange solutions. Send cross border payments and reduce currency exposures through hedging and risk management services
* Perform cash operations (Withdrawals and Deposits by clients), disbursement and payments.
* Perform regular check of the actual cash balance on hand and reconciles it with balance according to the cash module of the MIS system and immediately reports discrepancies to the Branch Operations Manager.
* Ensure that fake banknotes are neither received from nor disbursed to clients.
* Prepare and prints the necessary reports at the end of the day.
* Maintain an adequate cash drawer at all times, this includes buying and selling currency from the vault as necessary.
* Balance cash drawer in accordance with Bank procedures and regulations including periodic batching of cash.
* Assist in ordering, receiving, verifying and distributing cash.
* Answer customer inquiries and refer customers to the proper service area for issues that cannot be resolved at the teller line.
* Responsible for bank opening and closing.
* Maintain the highest level of confidentiality with all information obtained.
* Promotes banks’ products and services.
* Represent the bank in a manner that maintains and expands positive relations with all customers, potential customers and co-workers.

Eagen Insurance Co. Ltd. K’la, Uganda

Administrative Assistant 2007 - 2008

* Typing documents.
* Receiving and banking payments from customers.
* Preparing receipts of the payments received and balancing them with the receipt book.
* Preparing daily cash reports.
* Filing and record keeping.

# KNOWLEDGE, SKILLS AND ABILITIES

* Excellent customer service skills, attentiveness, information retention, tact and diplomacy in dealing with all customers.
* Strong communication and organizational skills.
* High degree of accuracy
* Competence with computers, telephone and other office machinery.
* Ability to work in a fast-paced environment and under pressure as needed.
* Ability to make sound decisions. This may include making on-the-spot decision regarding customer transactions.

# HOBBIES

* Social Interaction
* Travelling
* Music

**PROFESSIONAL MEMBERSHIP**

* Makerere Education Students Association. (MESA)

# LANGUAGES

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **SPEAK** | **READ** | **WRITE** |
| ENGLISH | Fluent | Fluent | Fluent |
| LUGANDA | Fluent | Fluent | Fluent |