**CURRICULUM VITAE**

**MUBIRU**

[**MUBIRU.366015@2freemail.com**](mailto:MUBIRU.366015@2freemail.com)

**KITCHEN PORTER**

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**Personal Details**

**Date of birth** : 14th March 1987

**Nationality** : Ugandan

**Religion** : Moslem

**Physical Address** : UAE, Dubai

**VISA STATUS : VISIT VISA**

**Personal Profile**

I am a highly enthusiastic, self motivated and committed team player willing to work harmoniously as well as independently for excellent service delivery, well organized, open minded with a flexible attitude able to meet deadlines and conscientious whilst seeking employment within an entrepreneurial environment. Also I am a quick learner, good communicator especially in commercial customer care.

**OBJECTIVE**

A position in a result oriented organization that provides an opportunity to encounter challenges towards growth and advancement enhancing productivity with satisfying results.

**Summary of Qualifications and Skills**

* Team Building –leadership
* Problem solving
* High level of flexibility
* Customer Care
* Relationship Management
* Computer literate’s MS office, MS Project, MS Access, MS Excel, email and internet, etc
* Team player
* Analytical and research skills
* Good Communication and organizational skills

**Summary of Education**

* ***Tertiary:*** **Diploma in Computer Science and Information Technology**, Islamic University in Uganda- Mbale; **2006-2007**

Certificate in Cisco, Islamic University in Uganda-Mbale; **2007**

Certificate in Geographic Information System, **2013-2014**

* ***Secondary:*** **Uganda Advanced Certificate of Education(UACE**), Green stars High School, **2004-2005**

**Uganda Certificate of Education (UCE),** Entebbe Parents Secondary School, **2000-2003**

* ***Primary:* Primary Leaving Education(PLE),** Lake Victoria School, **1993-1999**

**Work Experience:**

**Uganda National Housing and Population Census; Uganda Bureau of Statistics 2014-2016**

Here I worked as a data processing Assistant in Uganda Bureau of Statistics were I was in charge of editing, verifying and cleaning data that was brought by interviewers from the field

**KITCHEN HELPER AT SHERATON HOTEL KAMPALA 2012-2014**

**Duties Performed**

. Helping chiefs in organizing the kitchen.

. Cleaning utensils ready to be used in the kitchen.

. Preparing ingredients for cooks.

. Collecting used utensils to the washing bay.

. Attending to the chiefs.

**Receptionist at Laico Lake Victoria Hotel Entebbe 2010-2012**

**.** Welcoming visitors with a lot of customer care.

**.** Receiving and answering calls.

.connecting calls.

. Escorting visitors and maintain the visitors log book.

. Presence at the reception**.**

**Data Entry Clerk; June 2008 to July 2010 with Uganda Bureau of Statistics.**

. Capturing data into the computer with reliable speed accurately.

. Analyzing and validating data that has been captured for quality output

**COMMUNICATION SKILLS**

* Strong listening skills from my work experience and courses taken in business communication skills and office management.
* Able to express thoughts and ideas clearly.
* Fluent in English and Luganda both written and spoken.