Joanitah

Joanitah.367233@2freemail.com

**CURRICULUM VITAE**



**PROFILE**

I have strong leadership and supervisory skills and a great sense of responsibility towards any tasks I am assigned to. I have substantial experience and energy in working excellently well with any shift. I am able to take initiative and work independently, in addition to prioritizing tasks and meeting deadlines. My work experience has taught me hospitality, sales, administrative and personnel management skills. I am a result and solution oriented while bearing in mind qualitative process. I have an excellent ability to learn quickly and to adapt in any given situation.

**CAREER OBJECTIVE:**

To put my abilities, skills, education and past job experiences into the best possible use and render my excellent performances to an organization for a brighter and rewarding career.

**COMPETENCIES:**

* Effective verbal and non-verbal communication skills
* Excellent IT skills
* Analytical and logical approach towards problem solving
* Ability to work in a fast-paced environment
* Ability to work in different shifts effectively
* Comfort with physical and non-physical work
* Ability to learn very fast
* A very good and effective team-player
* A very strong passion for diligence and excellence

**EDUCATIONAL QUALIFICATIONS**

**YEAR INSTITUTE AWARD**

2010-2013 Kampala International University Bachelors Degree in Information Technology

2008-2009 Ntinda View College school Uganda Advanced Certificate of Education

2004- 2007 Buloba High School Uganda Certificate of Education

**WORKING EXPERIENCE: YEAR**

**(1) STATIONERY CORNER, KAMPALA, UGANDA.** **2013- 2015**

**POSITION: SALES ASSOCIATE**

**DUTIES AND RESPONSIBILITIES:**

* Cheerful welcoming and greetings of the customers.
* Greet customers warmly and respond to their reason for coming.
* Assist with placement of orders of stationery products needed in the shop.
* Selling stationery products such as books pens, files, reams of paper, among others.
* Utilize computer technology to carry out services to customers such as photocopying, printing, binding, typing, among others.
* Informing customer on deals and promotions.

**(2)** **CINDERELLAH SUPER MARKET, KAMPALA, UGANDA. 2015-2017**

**POSITION: CASHIER**

**DUTIES AND RESPONSIBILITIES:**

* Provided excellent service to the customers by greeting them with a smile.
* Responding quickly and efficiently to their request effectively handled cash register, including cash and credit cards.
* Maintain cleanliness of the counter to exceed customer standards as well as maintaining cross checking the shelf life of the company finances.
* Trained employees on all levels of operation within, handled sales and customer interactions.
* Making monthly book keeping, auditing and forward it to office.
* Maintain a company log book in a professional and informative manners.

**HOBBIES**

**-** Dancing.

**-** Adventurous.

**-** Socializing and making friends.

**REFEREES**

Available on request.