**CURRICULUM VITAE**

**PERSONAL DATA.**

**NAME** IVAN

**NATIONALITY** UGANADAN

**DATE OF BIRTH** 27/O6/1993

**GENDER** MALE

**EMAIL ADDRESS** ivan.369341@2freemail.com

**MARITAL STATUS** SINGLE

**VISA STATUS** VISIT VISA

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***CAREER OBJECTIVES.***

I am dedicated, hardworking, flexible and self motivated individual seeking for a career with a multi-national organization or company to work as a team on inter-personal relations in order to establish a high sense of satisfaction and achievement by positively contributing to the welfare of the people and progress of the company or organization.

***PRESONAL TRAITS.***

* High level of self motivation and result driven personnel.
* High level of communication skills.
* Strong sense of responsibility with perfect dedication.
* Excellent knowledge of customer service.
* Able to copy with high demanding business environment.

***EDUCATIONAL BACKGROUND.***

* IRMA PFEIFFER HIGH SCHOOL 2013 Uganda Certificate of Education (UCE).
* NABUMALI PRIMARY SCHOOL 2010 Primary Leaving Education (PLE).

***WORK EXPERIENCE*.**

* **MBALE RESTORT HOTEL (Uganda)**

**SECURITY GAUD FROM 2014.S SEPT TO FEB 2017.**

Provide excellent service to customers and responsible for all services related. My responsibilities included and were not limited to the following,

* Giving directions to customers to their desirable destinations.
* Assisting in administrative office work
* Sending and receiving emails or mails
* Maintaining office files and records
* Attending to clients complains and handle them to the management.
* Updating the data in the main database.
* Attending to customers complaints.
* Safe guarding customers and premises
* **ACHIEVEMENTS**
* International working experience
* Good illustration of directions and needed services
* Self-supervision
* Ability to lead others and good command of instructions
* Deliver good dedications
* ***LANGUAGES.***
* English, Swahili, luganda and others.

***HOBBIES*.**

* Playing and watching football.
* Swimming.
* Surfing the internet.
* Watching movies.

***REFERENCE.***

Available upon request.