**CURRICULUM VITAE**

**Personal Details**

Name RONALD

Gender Male

Nationality Ugandan

Date of birth 22/11/1990

Email Ronald.380182@2freemail.com

Visa status Visit visa

**OBJECTIVE**

Am looking forward for the placement of a vacancy in your company to be able to utilize all my skills, experience and knowledge I acquired while working in the previous companies to the best of my ability so as to perform all assigned tasks efficiently to make a positive contribution to the company.

**PERSONAL PROFILE**

I am an adaptable person, who takes great pride in any work assigned to me. I have good communication skills and computer literate and am able to form a quick working relationship with a wide range of people. I have demonstrated a successful track in most of the places I have been employed before I also possess a high school education level and able to read, write and follow written and spoken instructions from superior personals and on top of that am emotionally stable and physically fit to deal with emergencies.

**EDUCATION QUALIFICATIONS**

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| --- | --- | --- |
| **PERIOD** | **INSTITUTION** | **AWARD** |
| 2014 | Kampala University | Bachelor’s Degree in Business Administration |
| 2010 | Namirembe Hillside High School | Uganda Advanced Certificate of Education (U.A.C.E) |
| 2008 | Mita College Kawempe | Uganda Certificate of Education (U.C.E) |

**EMPLOYMENT EXPERIENCE**

**2011 - 2012**

Company Bukenya and Sons Advocates

Position Customer Service and Sales Advisor

Country Uganda

Location Kampala

**DUTIES AND RESPONSIBILITIES**

* Responsible for answering customer queries, problem solving and providing detailed information
* Assisted in the training of new customer service representatives
* Organized the work flow to meet customer timeframes
* Performed market research surveys on customer needs and requirements as well as information on new products.

**KEY SKILLS AND COMPETENCES**

* Clear communication Skills
* Knowledge of the product or service
* Time management skills
* Ability to understand customers
* Willingness to learn

**2011-2013**

Company Mega Standard Super Mall

Position Sales Associate

Country Uganda

Location Kampala

**PROFESSIONAL COMPETENCIES**

Merchandise Display

Stock Labeling

Order Tracking

Welcoming Customers

**DUTIES AND RESPONSIBILITIES**

* Greeting customers and assisting them in finding the products
* Arranging products to their respective areas
* Promoting brands when instructed
* Maintaining work area in terms of cleanliness and hygiene
* Communicating current product features and benefits to customers
* Providing administrative assistance to marketing department
* Monitoring market conditions
* Identifying customer needs and wants

**8th September 2015 up to 15th January 2018**

Company MAB FACILITIES MANAGEMENT

Position Security Guard

Country United Arab Emirates

**RESPONSIBILITIES AND ACHIEVEMENTS**

* Patrolling assigned areas on foot to ensure personal, building and equipment security
* Examining doors, windows and gates to determine that they are secure
* Informing and warning violators of rule infractions such as loitering, smoking or carrying forbidden articles
* Providing escort services and assistance to visitors, students and staff
* Watching and reporting irregularities such as fire hazards, leaking water pipes and security doors left unlocked; sounding the alarm in case of fire or presence of unauthorized persons
* Preparing standardized reports

**KEY SKILLS AND COMPETENCES**

* Fire fighting and handling fire extinguishers
* Emergency reporting protocols and security & communication skills
* Skill in utilizing building security and lock systems and procedures
* Ability to detect problems and report information to appropriate personnel
* Ability to understand and follow safety procedures
* Ability to gather data, compile information and prepare reports
* Ability to understand and follow specific instructions and procedures
* Skill in providing protection services to individuals under threat
* Ability to communicate effectively, both orally and in writing

**TECHNOLOGICAL SKILLS**
• Microsoft Office (Word and Excel)
• Internet, Email

* Learning new software quickly

**LANGUAGE SPOKEN**

Fluent in English (both written & spoken)

**DECLARATION**

I hereby declare that all the above mentioned is true and correct to the best of my knowledge and belief.