**Personal Information:**

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| **Nationality:** | Ugandan |
| **Gender** | Female |
| **Date Of Birth:** | 03 May 1983 |
| **Address:** | Al Rigga, Dubai |
| **Marital Status:** | Single |
| **Visa Status** | Visit Visa |
| **Academic qualification** | Bachelor’s Degree in Education |
| **Languages** | English |
| **Position of interest** | OFFICE ADMININSTARATION |

* A versatile Multifunctional professional with a zeal to widen her career to the top.
* A self-motivated person who enjoys taking on different challenges in life and a reliable team player.
* Quick at learning and grasping new concepts especially with the ever changing times of technology. Enjoys working as team, creating new relationships and extensive knowledge acquisition.

**Employment Background**

**Organization Year Position**

Uganda Australian Foundation 2006-2007 Teaching Assistant

ABC Children’s Aid 2007-2009 Child Protection Officer/Teacher

Central college Mityana 2010-2017 Teacher

NUDIETS 2018 Consultant

**Skills and Competences:**

1. Great communication skills (verbal and written)
2. Great team player with people of different national and international backgrounds.
3. Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
4. Ability to work under minimal supervision and under pressure
5. Good at building new relationships across different across different organization levels
6. Ability to pay attention to great detail

**Certification**

I certify that all the above information is true and you are free to contact any of my referees