**CURRICULUM VITAE**

**BIO DATA**

SEX : MALE

NATIONALITY : UGANDAN

DATE OF BIRTH : 1st/july/1988

MARITAL STATUS : SINGLE

**PROFILE:**

I am a hardworking, trainable, persistent, self-driven, disciplined and cooperative person who enjoys working in teams, meeting deadlines and working under pressure. I have a high level of integrity and excellent interpersonal and communication skills.

**EDUCATION BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **INSTITUTION** | **AWARD** |
| 2009-2013 | Kyambogo University(Uganda) | Diploma in library and informtion science |
| 2007-2008 | Aidan college(Uganda) | Uganda Advanced Certificate of Education |
| 2003-2006 | Naggalama islamic school |  Uganda Certificate of Education |

**Work Experience**

Position :Cashier/waiter/cook

Company: Kuwait Food Company

Country : United Arab Emirates (Dubai)

Period : March 2014 to Present

Responsibilities

Deliver high quality products to customers

Adhere to approved operating standard holding times and temperatures for all food products and using equipment according to approved operating standard procedures.

Packing all food products in approved containers, lids and bags.

Checking and observe expiration dates for all products.

Welcoming customers in a pleasant manner.

Checking packed products against the receipt to ensure accuracy.

Monitoring proper equipment functioning and alerting the supervisor in case any equipment breaks down

Accomplishments

I have been able to develop excellent interpersonal and communication skills having worked and interacted with a number of people from different national and cultural backgrounds.

 I have developed suggestive selling techniques which has helped the restaurant increase its' sales.

 I have learnt how to work under pressure and deliver customers' orders in a timely manner.

 I have learnt how to handle and solve customer grievances.

 Skills Used

Communication skills

Interpersonal skills

Team work

Position : Assistant secretary

Company: Ginks [u] td

Country : Uganda

Period :September 2012 to May 2013

Responsibilities

I was mainly concerned with the financial statements audit, assessment of the control environment of the audit clients, risk assessment of different audit assignments and review of controls over information systems.

 I participated in different audits including International Engineering and construction companies, government organizations (like National Medical Stores) and a number of Non Government Organizations and I was mainly charged with the audit of the cash and bank balances, companies' payrolls, expenditures and Property Plant and Equipment.

 Accomplishments

The type of training and exposure I got has given me the ability to work with staff members of different national, ethnic and cultural backgrounds.

The job trained me how to work under pressure and meet client's deadlines.

I was able to develop excellent interpersonal and communication skills having worked on a number of high profile audit clients.

Skills Used

Computer skills

Communication skills

Team work

Interpersonal skills

**LANGUAGES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| English | Excellent | Excellent | Excellent |
| Luganda | Excellent | Excellent | Excellent |
| Kiswahili**First Name of Application CV No: 410184**Whatsapp Mobile: +971504753686 Description: Description: New_logo.gif | Good | Fair | Poor |