CURRICULUM VITAE



Name : Joanita

Date of birth : 11th March 1993

Marital status : Single

Nationality : Ugandan

Languages : Fluent in English

Visa status : Employee sponsorship

Email : joanita.369849@2freemail.com

**OBJECTIVE:**

An individual who can thrive in a fast paced environment, possessing the ability and confidence to contribute to the smooth running of the company.

Am looking for a suitable position that offers lots of opportunities for career development, better prospects and also help me enhance my skills.

**QUALIFICATIONS:**

2009 -2012: Uganda Certificate of Education at Lubiri Secondary School.

2012 -2013: Uganda Advanced Certificate of Education at Ngabo Academic of science and technology.

2015 : British Institute of Science and Cleaning (BISC)

**KEYS AND COMPETENCES:**

* Presentable with good communication skills
* Self-motivated and focused
* High level of accuracy and attention to detail
* Good customer services skills

**WORK EXPERIENCE AND RESPONSIBILITIES:**

**NICE PLASTICS UGANDA**

Position held: sales lady September 2014 to 2015 February

Responsibilities

* Advising and serving customers.
* Promoting customers with information on pricing and product availability.
* Handling customer’s complaints or handling customers to management.
* Meeting and greeting customers when they enter.

**IMPERIAL ROYAL UGANDA**

Position held: Waitress January 2013 to August 2014

**Responsibilities**

* Providing excellent customer service
* Greeting patrons once they are seated
* Presenting menus to customers
* Explaining menu items to customers
* Answering questions from patrons about food and beverages
* Sharing information with customers about the status of their orders
* Refilling customer drink orders throughout the meal
* Finding out if customers need additional items
* Verifying that customers are satisfied with their orders

**FARNEK SERVICES LLC**

**Position held**: Office girl October 2015 to present

**Responsibilities**

* Organizing and maintaining electronic and paper files and managing projects.
* Answering telephone, direct, screen calls, taking and relaying messages.
* Maintaining and devising office systems, including filing, data management etc.
* Providing information to callers, greeting persons entering organization and directing individuals to correct destination.
* Monitoring the use of equipment and supplies within the office.
* Dealing with queries or requests from the visitors and employees.
* Coordinating the maintenance and repair of office equipment.

**AREAS OF EXPERTISE:**

* Basic Microsoft excel
* Data entry
* Photocopying
* Microsoft PowerPoint
* Microsoft word
* Microsoft outlook
* Cash management

**Hobbies**

Travelling, making friends and singing

**References;**

Available upon request