

CURRICULUM VITAE

SALOME MORAA OSONGO

Date of Birth: July 11th 1989
Marital Status: Married
Region: Christian

Profile

I am a positive, proactive and result-driven person. I Possesses excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationships. Enjoys being part of a team, and believe in working to support every person in life.

Experience

Company Secretary: Barongo Ombasa and Company Advocates — 2015-2016

Duties performed: Preparing for court hearings and summons, relating with clients, managing incoming and outgoing calls, receiving deliveries, applications for court, receiving and dispatching checks.

Front Office Officer: Barongo Ombasa and Company Advocates — 2013-2015

Duties Performed: Receiving visitors, arranging files, ensuring the front office is tidy, planning for travels and assisting in drafting court applications.

Education

**Jan 2008-Dec 2009 Advanced Level Bugema Adventist Secondary School
Uganda**

Uganda Advanced Certificate of Secondary Education (UACE)

Grade: Three Principal Passes and One Subsidiary

Skills

Business administration Skills. Units Covered include: Business studies, micro and macro economics, basic accounting, communication, and Psychology.

**Jan 2003-Dec 2007 Ordinary Level ,Kenya Certificate of Secondary Education
(KCSE)**

Grade Obtained: C+

**Jan 1996- Dec 2002 St Peter Primary School: Kenya Certificate of Primary
Education (KCPE)**

Marks Obtained: 373/500

Professional Qualification:

Jan 2013-May 2013 St Marys' Computer College: Attained Certificate in Computer
Studies

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References

Juma Ogendi

Barongo Ombasa and Advocate Company

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