



BALUKU JOSEPHATS



Kigamba
Masaka, Uganda



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Experience

2021–2022

- Office Assistant • Emetack

2022–2023

- Customer Support Agent • Masaka Media Center

2023–2024

- Assistant Clerk • The Church of Jesus Christ Of Latter-Day Saints

During my tenure as an Office Assistant at Emetack (2021-2022), I managed office supplies, assisted with inquiries and implemented efficient inventory systems. As a Customer support agent at Masaka Media Center (2022-2023), I solved customers' problems with guidance and care. Transition to Assistant Clerk at The Church of Jesus Christ of Latter-Day Saints (2023-2024), I streamlined document management process and enhanced office efficiency. I supported clerical duties, coordinated events and maintained accurate records. My concise showcase strong organization skills and a proven track record of contributing to team success through effective system implementation and support.

Education

Brigham Young University, Idaho

- Bachelor's degree in Software Development.

Communication

I have consistently demonstrated mesmerizing communication skills high-lightened by delivering impactful presentation that received rave reviews. Whether it's conveying complex ideas clearly or fostering effective collaboration within teams, my ability to communicate has been instrumental in achieving successful outcomes. I thrive in environments where effective communication is valued and prioritize building strong working relationships with colleagues and stakeholders.

Leadership

I have showcased leadership by fostering a collaborative environment, making strategic decisions and empowering team members to reach their full potential. My leadership style is characterized by integrity, empathy and a commitment to driving positive change.



Skills

- Typing speed, strong attention to details and Accuracy.
- Time Management and organization skills
- Numeracy, mathematical skills and multitasking.
- Familiarity with data entry software and tools.
- Excellent proofreading and data verification skills.
- Ability to work independently or as part of the team.
- Knowledge of data security protocols and procedures.
- Proficient in Microsoft Excel and Google sheets.

