**CURRICULUM VITAE**

**PERSONAL BACKGROUND**

**NAME** : NAKATUDDE HARRIET

**AGE** : 21 YEARS

**SEX** : FEMALE

**DATE OF BIRTH** : 01/06/2003

**NATIONALITY** : UGANDAN

**LOCATION** : KAMOKYA

**CONTACTS** : +256-790-439-395

**EMAIL** : nakatuddeharriet936@gmail.com

**PERSONAL PROFILE**

*I am self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations.*

**EDUCATIONAL BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **INSTITUTION** | **AWARD** |
| 2024-2025 | WITI | Diploma in computer Science |
| 2022-2023 | Majorine college Mulawa | Uganda advanced certificate of education |
| 2017-2020 | Kira secondary school | Uganda certificate of education |
| 2010-2016 | Kireka c/u primary school | Primary leaving examination |

**OTHER TRAINING**

Microsoft Office Tools Word, Excel, Power Point and Internet.

Effective Customer Care Skills Training.

**WORKING EXPERIENCE**

**Organisation:** Savi media Namugongo

**Position**: Secretary

**Period:** 2024-2025

**Roles and responsibilities include:**

Developing rules and regulations for the smooth running of business operations

Ensures optimum utilization of business assets and resources.

Maintaining updated record of the business assets and liabilities.

Developing and implementing management and control systems at Business level.

Ensuring that internal security controls are strictly followed.

Making all management reports required by business

Ensuring that savings accounts are opened and maintained in an orderly manner.

Ensuring the safety of staff, customers and all assets and equipment within the business

Developing management plans which include training schedule, marketing plans for the branch.

In charge of marketing activities of the business.

Manage budget and allocate funds appropriately.

Work closely with sales teams in the business to supervise, train and advise.

Address customer service issues as raised by members.

**Organization:** The address food court and bar Kira

**Position:** waitress

**Period:** 2023-2024

**Roles and responsibilities include:**

Responding to customers’ demands

Maintaining cleanliness of business area

Ensuring smooth running of business operations

In charge of marketing activities of the business

Ensuring the safety of staff, customers and all assets and equipment within the business

Ensures optimum utilization of business assets and resources.

Maintaining updated record of the business assets and liabilities.

**EMPLOYMENT OBJECTIVE**

To deliver my potential and maintain the production of the company and increasing its sales and profits

**LANGUAGE SPOKEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **SPEAKING** | **READING** | **WRITING** |
| ENGLISH | Very good | Very good | Very good |
| LUGANDA | Very good | Good | Fair |
| LUNYAKITARA | Good | Fair | Fair |

**OTHER SKILLS**

I have computer skills and good in the following programs:

Microsoft office word and excel, python, Javascript, HTML, CSS,

Leadership skills

Management skills

Customer service

**HOBBIES**

Watching movies

Traveling

Reading

Exercising and health care

Cooking and baking

**REFREES**

Mrs. Sunday Immaculate

Teacher

Kireka c/u primary school

Tel: +256-758-188-128, +256-784-949-837

Email:immaculatesunday1@gmail.com

Kakomo Godfrey

Chairman LC1 kkungu- Najjera

Tel: +256-782-131-006

**DECLARATION**

I Nakatudde Harriet certify that the information provided on my Curriculum Vitae is true and accurate to the best of my knowledge.