

CURRICULUM VITAE

Surname: Tendo

Others: Mariam Amanda

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Date of Birth	:	4 th August 1996
Sex	:	Female

Personal Profile	I am a self-motivated, hardworking, God fearing and result oriented person with unique inter-personal skills, high sense of duty, loyalty both professionally and personally, strong management skills, trustworthy, strong analytical skills and vast experience in the field of client relation coupled to have enhanced my team work performance levels and increased my confidence to face exciting challenges in different work situations.		
Core Competence	<ul style="list-style-type: none"> • Computer literate with knowledge in Microsoft Excel, Word, Power-point and internet basics • Possesses sound interpersonal skills • Hardworking, self-motivated, efficient and effective • Organized and committed in articulating issues related to a field of work assigned to without compromising ethical standards while promoting the images of the organization for both organizational and national development • Intrinsically motivated to work with or without supervision • Dedicated to work whenever assigned duties • Dynamic and flexible person always willing to learn and adopt to challenging positions and high-pressure environment. 		
Education Background	Period	Institution	Award
	2016 – 2019	Makerere University Business School	Bachelor of Hospitality and Leisure Management
	2014 – 2015	Lubiri High School Kampala – Uganda	Uganda Advanced Certificate of Education (UACE)
	2010 - 2013	Seeta High School Mukono – Uganda	Uganda Certificate of Education (UCE)

Working Experience	Organization	Position	Years
	Roofings Uganda Limited. Sales & Marketing Department Responsibilities <ul style="list-style-type: none"> • Leading the team for effective management of store operation in receiving inspection, storage, issuance & transfer of items as per company policy 	Intern	June – August, 2018

	<ul style="list-style-type: none">• Following up overall inventory management• Taking physical inventory once a month to cross check with the monthly inventory report• Materials receiving and prepared MRR Bin card, SIV issue and reporting of stock• Ensuring development and management of materials planning functions. Create item specific forecasts over a lead-time to be used for effective and efficient inventory management• Generating Materials Received Report (MRR) on a timely basis)• Inputting production data according to purchase order in computerized inventory system participating in physical inventories by counting stocks• Sourcing of new suppliers and sampling, testing and approval for new development• Ensuring recording of the necessary data in ledger and computer on time• Proper goods distribution/supply chain maintenance and follow up			
Career Goals	My main ambition and objective is to benefit my community/society more. To this, I desire and wish to get a working environment that requires critical thinking, problem analysis and solving as well as teamwork that is geared towards meeting minimum set targets within the given time frames			
Motivational factors	I am a God-fearing person who has a high degree of integrity and works within the confines of set rules and regulations. I am flexible and able to make friendship and working relationship with a high degree of respect regardless of gender, tribe, religion or nationality. I am a confident person who is good at mobilization and organization from my experience as a leader in my secondary school and university level.			
Languages	Language	Status	Speaking	Reading
	English	Official Language	Fluent	Fluent
	Rukiga	Mother Tongue	Fluent	Fluent
	Luganda	Second Language	Fluent	Fluent

Interest & Hobbies	<p>Travelling and sight-seeing</p> <p>Growing knowledge through reading a cross section of literature including Magazines, Newspapers and other printed materials</p> <p>Research to be able to come up with new innovations</p> <p>Socializing and interacting</p> <p>Leading people to achieve a started goal</p> <p>Teamwork</p> <p>Listening to new and old Music</p> <p>Making new friends</p>
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Referees	<p> Mrs. Kabaleebe Anita Kawuma Trade Finance Specialist Equity Bank Uganda Ltd Kampala – Uganda Anitah.kabaleebe@equitybnk.co.ug Tel No. - +256 700418021 </p> <p> Mr. Peter Kabaseke Human Resource Roofings Limited (Uganda) Kabaseke2015@gmail.com Tel No. - +256 780138950 </p> <p> Mr. Mutumba Abbey Lecturer Makerere University Business School amutumba@mubs.ac.ug Tel No. +256 705370863 </p>
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