

**SAHR GBANGBAYUU DANMBI-SAA**  
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## **BIOGRAPHY**

**Surname:** Danmbi-saa

**Given Name:** Sahr Gbanbayuu

**Current Home Address:** Masoro hill

**Nationality:** Sierra Leonean

**Date of birth:** 28<sup>th</sup> December, 1998

**Sex:** Male

**Marital Status:** Single

## **PROFESSIONAL PROFILE**

Motivated in business field with a minimum of three years of work internship experience. Dedicated individual who recently graduated with a Bachelor's degree in International Business {BIB} at Victoria university Uganda. I carried out my internship at Study link and LearnQuest Study Agency Ltd Uganda as an Administrative assistant and Marketer in both organizations, as well as volunteered in an insurance company known as Prudent insurance organization as a marketer.

In both positions, I was able to nurture my communication, presentation, strategic thinking and planning skills. These two positions have given me the opportunity to enhance my professional ability to contribute in any organization with the little training I have gained, as well as developing my skills to progress in my future career.

## **EDUCATION BACKGROUND**

**University Education- Kampala, Uganda**

**October 2023:**

Bachelor of International Business

**High School Education- Riviera High School. Kigali- Rwanda**

**2018-2020:**

Diploma In Business Technology {BTEC} Cambridge

**Professional Experience**

**October 1, 2022- April 15<sup>th</sup> 2023: Marketing Officer- LearnQuest Study Agency Ltd, Kampala-Uganda**

**Duties and Responsibilities**

Contacting Clients Via Phone Calls and Sending Emails.

Welcoming Clients in Office.

Career Guidance and Counseling.

Going for School Visits.

Processing University Applications for Students.

Looking for new schools on board to work with LearnQuest Study Agency Ltd.

Processing Visa Applications for students in different countries.

Attending Client Queries.

Producing internal communications.

Monitoring and managing social media platforms for the company.

Creating content providing search engine optimization for the company website.

Producing marketing and promotional materials.

Conducting campaign management for marketing initiatives.

**05<sup>th</sup> November 2021 to 20<sup>th</sup> September 2022: Sales Agent- Prudential Insurance, Kampala-Uganda**

**Duties and Responsibilities**

Persuade prospective clients to engage in a phone conversation and or meeting to discuss insurance products.

Advise clients on the insurance policies that best suits their needs.

Customize insurance programs to suit individual clients.

Closing business with promising prospects.

Explain various insurance policies and products to potential and existing clients.

Guide clients in selecting coverage to best meet their needs.

Suggest modifications and updates to clients existing insurance policies.

Build customized insurance policies and packages to meet clients' needs.

Research and source potential clients and build long term relationships with them.

Design and implement effective marketing strategies to sell new insurance contracts.

Deliver approved policies to new clients and explain benefits and risks of the policy.

Re-assess the policy needs of existing clients after life-changing events.

Fill out and submit applications, issue quotes, maintain client records and prepare reports.

Keep abreast of industry and market trends and best practices.

**1<sup>st</sup> February 2021 to 30<sup>th</sup> June 2021: Administrative Assistant/Marketer  
Study Link Uganda, Kampala - Uganda**

**Duties and Responsibilities**

Contacting Clients Via Phone Calls and Sending Emails.

Welcoming Clients in Office.

Career Guidance and Counseling.

Going for School Visits.

Processing University Applications for Students.

Assisting in the reconciliation of Books of Accounts.

Receiving Parcels.

Looking for new schools on board to work with Study Link Uganda.

Processing Visa Applications for students in different countries.

Attending Client Queries.

**KEY COMPETENCE**

Team work skills.

Computer Skills.

Career Motivation.

Communication Skill.

Interpersonal Skills.

Can effectively work under pressure.

Ability to meet deadlines.

**HOBBIES**

Reading Books to learn new things

Adventure

Doing Sports

## Watching Documentary

### OTHER SKILLS

- Social Media Skills
- Team Management
- Computer Skills e.g. MS word,
- Ms. Excel, power point
- Creative thinking
- Public speaking
- Prioritization

### REFEREES

**MISS YVONNE NALWADDA**

Agent Team Leader

Prudential Insurance

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+256 777967939

**MISS PEACE FUATUM**

Study Link Uganda Ltd

Senior Education Counselor/ Administrative Officer

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### DECLARATION

I **Danmbi-Saa Sahr Gbanbayuu**, I declare that to the best of my knowledge and beliefs that my information here clearly describes true qualifications and personality.

Danmbi-Saa Sahr Gbanbayuu

DANMBI-SAA SAHR GBANGBAYUU



