

CURRICULUM VITAE



**KABASHAMBO
REBECCA**

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VISA STATUS

Visit visa

PERMANENT ADDRESS

Kampala, Uganda.

PRESENT ADDRESS

Dubai

United Arab Emirates

PERSONAL DATA

Place Of Birth : Mbarara

DOB : 4th April 1994

Gender : Female

Nationality : Uganda

Religion : Christian

PASSPORT DETAILS

Passport number: A00475170

LANGUAGES KNOWN

- Swahili
- English

CAREER OBJECTIVE

A position in an Industry where I can utilize the skills and knowledge acquired during my education and work experience. I have a friendly, creative and team orientated approach to my work and able to function as a leader, a team player or as an individual.

WORK EXPERIENCE

- **RECEPTIONIST** at Hotel Africana 2017-2019
- **CASHIER** at Shoprite Supermarket 2015-2016.
- **RESEARCH ASSISTANT** at Mbarara Local government 2020.
- **DATA VALIDATOR** at Uganda Electoral Commission 2021
- **OFFICE ASSIATANT** at Makerere Research firm mid 2019
- **SALES CORDINATOR** at sublime makeup bar 2021

PERSONAL SKILLS

- Teaming up with the colleagues.
- Willingness to learn.
- Adaptable to any environment.
- Ability to work under pressure.
- Quick learner and hardworking;
- Assertive - good leadership capabilities
- Self-motivated, highly organized and able to take responsibility
- Composed and Respectful
- Proficient in customer care, sales marketing and secretarial skills

COMPUTER SKILLS

- Operating System: Windows 11, 10,7,8 and 8.1
- MS Office (Advanced Excel)
- Power point
- MS Word
- Tally
- QuickBooks
- QuickBooks point of sale
- MS Access

OTHER SKILLS

- Firefighting skills
- First Aid practice
- Time management

JOB RESPONSIBILITIES OF CASHIER

- To present and sell company products and services plus attend to customers complaints and requests.
- Assist and suggest on forthcoming product developments and discussing special promotions.
- Reviewing own sales performance and recording sales plus order information.
- Provide training and hands on to the staff particularly apprentice.
- Giving daily brief to the staff about achievements.
- Plan and prioritize sales activities and customer services.
- Work and support the customers in sales.

JOB RESPONSIBILITIES OF RECEPTIONIST

- Greet all guests and assist them with check-in and checkout.
- Maintain a positive attitude and a friendly demeanor.
- Respond to all guest questions and requests.
- Answer and forward phone calls.
- Keep a tidy and orderly work space.
- Assist with administrative and clerical tasks as needed.
- Provide a positive customer experience with fair, friendly and courteous service.
- Manage guest booking and reservations.

EDUCATIONAL PROFILE

Course	College / School	Year of passing	Board/University
DIPLOMA	MAKERERE UNIVERSITY BUSINESS SCHOOL (Diploma in Business)	2018-2019	Kampala
U.A.C.E	WELDEN SCHOOL (Uganda advanced certificate of education)	2016-2018	Mbarara
U.C.E	MBARARA ALLIED	2012-2015	Mbarara
P.L.E	RWEMIYENJJE DAY AND BOARDING	2003-201	Mbarara

PROJECT

Effectiveness of Product Promotional Strategies on Consumer Attitude at Uganda Electrol Commssion:

The purpose of this study was to gain practical knowledge and understanding about the Product Promotional Strategies used in the organization. I use various statistical tools to measure the quality factors. The study helps to gain knowledge about Marketing Management and its functions.

EXTRA-CURRICULAR ACTIVITIES

Industrial Training Programme at Mbarara Local Government: The purpose of this study was to gain practical knowledge and understanding about the functioning of the organization and the duties and responsibilities of various persons in the organization. It helps the organization to hold each department responsible for the activities entrusted on them.

- Familiarized with the organization and structure.
- Understood various departmental functions.
- Interacted with managers at different levels and found out their duties and responsibilities.
- Understanding the vision and mission of company
- Company Etiquettes.
- Organizing and mobilizing for sports law conference.
- Ability to keep confidential information
- Accreditation and Transportation of delegates from Airport to their respective accommodations and vice versa

REFERENCE

Stella Neema:

Makerere university

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Byaruhanga Arthur:

Mbarara District Local community Development

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DECLARATION

I hereby declare that above mentioned particulars are true to the best of my knowledge and belief.

Yours Faithfully,

REBECCA KABASHAMBO
