**CURRICULUM VITAE**

**NAME : KISEGERWA AMBROSE**

**DATE OF BIRTH :** 11TH AUGUST 1992

**NATIONALITY :** UGANDAN

**TELEPHONE** : 0704-479701

**SEX** : MALE

**EMAIL : ambrosekisegerwa@gmail.com**

**EDUCATION AND QUALIFICTIONS**

**2012-2016** Makerere University Business School with a Bachelor’s degree in Commerce

**2010-2011** Mengo Senior School, UACE Award

**2006-2009** Mengo Senior School, UCE Award

**PROFILE AND INTERESTS**

* Hardworking and result oriented individual with a high level of performance with ability to abide by company objectives and goals under minimum supervision.
* A team player with a high level of integrity and commitment towards work and attentive to detail.
* A great passion for sports such as a football, tennis, rugby, and basketball and fluency in English and Luganda languages.

**GAINFUL EMPLOYMENT RECORD AND WORKING EXPERIENCE:**

**2018 – Present : Administrative Officer, at Moore Tours and Travels** **Limited.**

* Distributed and managed all internal and external information in the office and to all destined hierarchy in the company.
* Ensured timely supervision of all staff and all key deadlines are attended to and responded to on a timely manner.
* Generated memos, emails and key calls to all staff and key personal incase of appropriate meetings.

 **2015-2016: Stores officer, at Herm Enterprises.**

* Ensured safe records and book keeping of stores materials, with proper maintenance as to both quality and quantity of all materials in all stores.
* Conducted monthly and periodic stock taking of all essential moving and non-moving inventory, with appropriate recording of end of year closing stock counts.
* Received and recorded all purchased materials and arranged all incoming store materials in their correct shelves and sub stores for proper checks and storages.
* Issued materials from the main stores in their required quantities for proper accountability in case of wastage and misuse.

**2013- 2014: Sales Representative at Mackinnon Suites Hotel**

* Presented, promoted and sold products/services using solid arguments to existing and prospective customers.
* Established, developed and maintained positive business and customer relationships
* Reached out to customer leads through cold calling
* Expedite the resolution of customer problems and complaints to maximize satisfaction
* Coordinated sales effort with team members and other departments
* Analyzed the territory/market’s potential, track sales and status reports
* Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
* Keeping abreast with promotional trends and continuously improve through feedback.

**Jan 2012 – Jun 2013: Receptionist at Talemwa enterprises Limited.**

* Organized coordinated and arranged meetings and assigned to write reports from the minutes of meetings and distribute all reports to all subordinates at the enterprises.
* Kept the front desk offices tidy, clean and presentable to all clients with all key materials at hand at the desk such as company pens, brochures, forms and paper.
* Carried routine customer care at the desk such as greeting all guests as they approach, giving them directions and answering to all their questions and addressing all their complaints.

**REFERENECES**

* **Mr. TAMALE CHARLES**

MARKETING DISTRIBUTOR

HERM ENTERPRISES

0755-188314

* **Mr. AHMED MAWEJJE**

STORES OFFICER

HERM ENTERPRISES

0705-434995

* **Mr. KALEMA ABBEY**

MANAGER

MOORE TOURS AND TRAVEL

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