

FAITH BANURA: CURRICULUM VITAE

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GENERAL INFORMATION

Citizenship: Ugandan **Sex:** Female **DOB:** 28th /02/1993 **Marital status:** Single

PERSONAL STATEMENT SUMMARY

A Ugandan female, poses qualification in Bachelors of Laws (LLB) and a Diploma in Taxation and Revenue Administration. I am highly organized, efficient, personable and able to deliver consistently high results in challenging and pressurized working environment.

My personal ambition is build a career in taxation, revenue administration and financial management and any other field related to my course of study. This I believe will be achieved in working in a prosperous and fast growing private sector.

TERTIARY EDUCATION

Sept 2015 – August 2016

Kampala, Uganda **East African School of Taxation and Revenue Administration**

- Diploma in Taxation and Revenue in Administration (Graduated, July 2017)

Sept 2011 – April 2015

Mukono, Uganda **Uganda Christian University, Faculty of Law**

- Bachelor of Laws (LLB), Graduated, July 2015

TERTIARY EDUCATION

Jan 2009 – Dec 2010

Masaka, Uganda **St Theresa Girls Secondary School**

- Advanced ("A") Level Certificate of Education

Jan 2005 – Dec 2008

Masaka, Uganda **St Theresa Girls Secondary School**

- Ordinary ("O") Level Certificate of Education

Jan 1998 – Dec 2004

Masaka, Uganda **St Mary Immaculate Girls Primary School**

- Primary Leaving Education Certificate (PLE)

WORK IEXPERIENCE

June2019-current,

Lawyer: M/S Lavoix Advocates.

Responsibilities and achievements,

- *Communicate with clients, colleagues, judges and others involved in the case.*
- *Conduct research and gather evidence to formulate defense or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case.*
- *Interpret laws, rulings and regulations for individuals and businesses.*
- *Present facts in writing and verbally to our clients or any other party involved and argue on behalf of our clients.*
- *Prepare and file legal documents, such as lawsuits, appeals, wills, contracts, patent applications, mortgages, leases and deeds.*
- *Advise our clients concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits or legal rights and obligations.*
- *Study the constitution, statutes, decisions, regulations and ordinances of quasi judicials bodies to determine ramifications for cases.*
- *Negotiate settlement of civil disputes.*
- *Confer with colleagues with specialties in appropriate areas of legal issue to establish and verify bases for legal proceedings.*
- *Act as agent, trustee, guardian, or executor for business or individuals.*

October2016-2019 ,

Banker : Orient Bank Uganda.

Responsibilities and Achievements,

- *Adhere to the service standards and provide excellent customerservice .*
- *Participate in branch sales strategy to execute branch action plans for meeting target.*
- *Drive retention by implementing the customer on boarding process, customer visits, and other various interventions.*
- *Receive and verify customer documents for account opening, facilities , account amendments and any other customer instruction according to laid down procedures.*
- *Educate customers about the Banks products and services.*
- *Fully inform customers of thier rights and obligations per the cusumer Protection, Guidelines including but not limited to product pricing, facilities, terms & coditions and transaction fees.*
- *Receive and process loan documents and handle related queries according to agreed upon turn around times and laid down procedures.*
- *Notify customers regarding the approval/decline of credit loan facilities, kep customers informed throughout the process and advise the customer of alternative options in case of decline.*

- *Adhere to the sales High 5 standards.*
- *Meet sales budgets and targets .*
- *Participate fully in any sales campaigns and activations.*
- *Explain loan facility options and qualifying criteria to customers;and support customers in the completion of credit application information requirements .*
- *Cross sell banking products to customers within the portfolio.*
- *Grow portfolio balance sheet as per set targets.*
- *Develop and excute a sales activity plan and client calling schedule in line with the Customer Value Proposition(activity schedules and call reports).*
- *Coach/mentor and plan training interventions for the Executive Banking Assistants working with the Branch Sales Manager / branch manager .*

February 2016 – Auguts 2016

Kampala, Uganda

Junior Lawyer (intern), Namanya - Kafureeka & Co. Advocates

Responsibilities and achievements:

- Creating professional documents for clients and other external contacts.
- Counseling, Decission making and Guidance
- Drafting legal documents and Communication
- Legal research for informed decesion making
- Institute advisory services
- Office administartion and management.

July 2015 – Jan 2016

Kampala, Uganda

Legal researcher (intern) - Uganda Human Rights Commission

Responsibilities and achievements:

- Legal research and Legal documentation
- Coordinaton and Management of research teams
- Female and Domestic advisory services
- Training and Staff welfare
- Record collation, compilation and storage

KEY POSITIONS OF RESPONSIBILITIES AND COMMUNITY INVOLVEMENT

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- Participated in the Parish Annual Youth Conference at Kijjabwemi Church of Uganda, attained Certificate of participation
 - Service as a Guild Electoral Commissioner of Uganda Christian University
 - Library Minister, St Theresa Girls Secondary School attained Certificate of Merit

SKILLS

Computer skills

- Microsoft Word, Excel, Office, PowerPoint, Access
- E-Communication Outlook, Yahoo, Gmail, Hotmail
- Data entry, data analysis and interpretation.

Language

- English: Excellent (oral, reading and writing)
- Runyoro – Excellent(oral, reading and writing)
- Rutooro– Excellent(oral, reading and writing)
- Luganda– Excellent (oral, reading and writing)
- Swahili – Average

PERSONAL COMPETENCIES

- Good Interpersonal communication skills
- Ability to work in under minimal supervision
- Apt and fast in delivering achieving set deadlines.
- Flexible and adapt quick to changes
- Excellent oral and written communication
- Good Team work, Leadership, Management and Idea generation
- Reading, Travelling, Sports (Volleyball, Badminton)

REFEREE

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