

## CURRICULUM VITAE

### PERSONAL DETAILS

Name	Ampaire Dianah
Telephone	+256 (0) 700307229/ (0)772266306
Email	dkampeire@gmail.com
Profession	Procurement Management Specialist
Nationality	Ugandan

**PERSONAL PROFILE:** Mrs Dianah Ampaire is a very hardworking, disciplined, intelligent, self-motivated and God fearing person with passion for improving systems and mainstreaming procurement ethics into day to day activities, willingness to learn and improve on a job. Dianah has good planning, leadership, organizational and multi-tasking skills. Dianah enjoys working in a team and has the ability to keep a clear and open minded under pressure.

### WORKING EXPERIENCE

#### **2020 to 2021: Short Term Employee with Uganda Revenue Authority**

##### **Assigned Duties and Responsibilities.**

**Client management;** worked with domestic taxes department under client support to help internal and external clients in accessing URA services and products for customer satisfaction and compliance these included;

Receiving and acknowledging documents and route to the respective offices.

Receive walk in clients.

#### **2018 to 2019: Accounts Assistant with YOUMA Builders Ltd**

##### **Assigned Duties and Responsibilities**

**Preparing Financial Documents:** worked closely with the finance manager on invoicing and billing, preparing monthly financial accounts to keep and manage all the company's financial records

**Stocktaking:** worked as a link between finance and project's team on making sure that all company stock is documented properly for easy follow up and accountability. This increased on the level of transparency and coordination between finance and the project's team.

**Financial reports:** worked closely with the head of finance in completing financial reports on a regular basis providing information to the finance team.

**Planning and Budgeting:** worked with the finance department to assist and have budgets in place on time to ensure effective planning and management.

#### **2016 TO 2018: Sales Manager, Huawei Uganda.**

##### **Assigned Duties and Responsibilities:**

**Partnership management;** worked hand in hand with the sales department to identify potential partners, present and initiate partnerships. This increased the performance of the company and its portfolio and extended its services to various towns of Uganda.

**Sales and client's management;** worked hand in hand with the sales department focusing on the set goals and objectives to maintain and increase performance of the company.

**Training:** supported the company in training and motivating teams. This helped the company to keep and maintain their employees hence keeping its reputation.

## FORMAL EDUCATION

**2019 – 2021:** Perusing CIPS at Uganda Management Institution.

**2016- 2019:** BA (Hons.) of Procurement and Supply Chain Management, Makerere University Business School.

**2014 – 2015:** Uganda Advanced Certificate of Education (UACE), Hawa Secondary School

**2010- 2013: Uganda Certificate of Education (UCE) Sseke Secondary School**

**2003 -2009: Uganda Primary Leaving Examinations Kanyaryeru Primary School**

## SHORT COURSES ATTENDED FOR SKILLS BUILDING AND CAREER DEVELOPMENT

June 2018: Transformative Leadership (Forum for Women in Democracy)

## OTHER ATTRIBUTES

<b>Skill profile and competence:</b>	Excellent organizational and Communication skills			
	Ability to consistently complete multiple requests in a timely fashion and ability to be creative in finding solutions to challenges			
	Team work skills and Intercultural skills			
	High level of interpersonal, problem solving and conflict resolution skills			
<b>LANGUAGES:</b> Ugandan English Runyankole Luganda	Understanding	Spoken Interaction	Spoken Production	Writing
	Very Good	Very Good	Very Good	Very Good
	Very Good	Very Good	Very Good	Very Good
	Very Good	Good	Good	Good

**INTERESTS AND HOBBIES:**

Research, reading extensively, Team work, Interacting/Socializing with different minds and anything to do with God.

**REFEREES**

**MR. ATWIJUKYE EDGAR**

**Supervisor HSO**

**(Head Quarter Services URA)**

**Contact: +256705239117**

**MRS. Mariam Matovu**

**Director, YOUMA Builders Ltd**

**Contact: +256750765002**

**MRS. Namugenyi Catherine**

**HRM: Huawei Uganda**

**Contact: +256700586713**