

CURRICULUM VITAE

ACHENG NAILAH

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PERSONAL INFORMATION:

Nationality : Ugandan
Sex : Female
Date of Birth : 19/06/1998
Marital status : Single

CAREER OBJECTIVE

To get an Opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a accompany where I can launch my career and build a valuable skill set.

EDUCATION BACKGROUND

<u>YEAR</u>	<u>INSTITUTE</u>	<u>AWARD</u>
2019-2021	Makerere University	Degree in Business Administration
2016-2017	East high School Ntinda	Uganda Advanced Certificate of Education
2010-2015	Bilal Islamic Institute	Uganda Certificate of Education

OTHER RELEVANT TRAINING

Student Leadership and Mentoring

Top Most Service Excellence Certificate

Computer literate (Excel, Ms Word, Access, PowerPoint).

Other capabilities are; File Management, Business administration Customer Service, Accounting

KNOWLEDGE AND PERSONAL COMPETENCIES

- Sense of Confidentiality initiative and good Management and Time Management
- I am a team player, approachable and self-motivated.
- Effective Communication skills and listening
- Result Oriented
- Practical experience in Organizing and leadership
- I am organized and methodical, paying attention to detail.
- I am also a good listener and a fast learner.
- I am flexible and able to carry out multiple tasks well.
- Stress tolerance and resilience
- Ability to write clear and well-argued assessment and project reports.

WORKING EXPERIENCE

Jan 2021 to date;

Working as a Sales Manager at Saudi Marble Company where my Responsibilities Include,

- Direct sales and Lead Generations
- Supervising Company Operations
- Reporting on Daily Activity and Route Planning
- Revenue Generation and Market Segmentation, Registering Joiners
- Customer support and Customer Care, Retention and Escalations
- Revenue Collections and Follow-up

Jan 2019 to December 2020;

Worked as a Cashier at bridge Street Supermarket.

My Responsibilities Include but Not Limited to:

- Book Keeping and Accounting duties
- Revenue generation and collection
- Receipting and Filing

- Office Maintenance and Reception duties
- Logistics and supply
- Set and Maintain the Mapped Sales Territories
- Any other Duties Allocated me by Management.

Jan 2017 to 30 August 2018,

Worked at Raha Smoothies and Juice Bar as a Cashier and my duties included;

- Customer Service
- Book Keeping and Accounting duties
- Revenue generation and collection
- Receipting and Filing
- Logistics and supply
- Set and Maintain the Mapped Sales Territories
- Any other Duties Allocated me by Management.

Jan 2015 to 30 August 2016,

Trainee with Mpanga Eco-Tourism - Mpigi District site

Activities involved in:

- Offering customer care and hospitality to various tourists going to the field.
- Taking tourists around the Eco-tourism site.

INTERESTS

- Listening to music.
- Watching Movies
- Discussion and Debating.
- Social Network and Internet Browsing

REFEREES

Nagayi Olivia

C.E.O

Olives Collection

TEL.0700876726

Etuumye Rabia

C.E.O

Saudi Marble

Tel 0700766769

Sauti Fahad

C.E.O

KCB Construction

Tel 0751535288

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly details my qualifications, experience and personal information.

Signature:	Date:26/ 09/2023
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