

CURRICULUM VITAE



GRACE KIRWANA

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Al Qouz 2 - Dubai, UAE

Personal Details

- Date of Birth : 08.09.1998
- Nationality : Uganda
- Gender : Female
- Marital Status : Single

Languages

- English

Educational Background

- High School

Passport Details

- Passport No : A00357413
- Date of Issue : 22.03.2021
- Date of Expiry : 21.03.2031
- Place of Issue : Uganda
- Visa Status : Visit -Visa

Qualities

- Positive Thinking
- Pro-active and self-motivated
- Ability to prepare and present reports to director level.
- Analytical Ability
- Interpersonal skills
- Problem solving Technique

Objective

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where am encouraged and permitted to be an active participant as well as vital contributor on development of the company.

Skills

- ❖ Very Energetic result oriented and organized
- ❖ Physical mobility and Stamina to do all tasks.
- ❖ Extremely hardworking self motivated and able to work independently in a team environment under supervision.
- ❖ Keep excellent inter personal relations with colleagues and ready to help them.

Professional Work Experience

➤ **Company** : Kiseera Supermarket Uganda

➤ **Position** : **Cashier**

➤ **Duration** : 2021 - 2023

➤ **Company** : Kiseera Supermarket Uganda

➤ **Position** : **Housekeeping Attendant**

➤ **Duration** : 2017 - 2019

Duties and Responsibilities

- ✚ Manage transactions with customers using cash registers
- ✚ Scan goods and ensure pricing is accurate
- ✚ Collect payments whether in cash or credit
- ✚ Issue receipts, refunds, change or tickets
- ✚ Redeem stamps and coupons
- ✚ Cross-sell products and introduce new ones
- ✚ Resolve customer complaints, guide them and provide relevant information
- ✚ Greet customers when entering or leaving the store
- ✚ Maintain clean and tidy checkout areas
- ✚ Track transactions on balance sheets and report any discrepancies
- ✚ Bag, box or gift-wrap packages
- ✚ Handle merchandise returns and exchanges

Declaration

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

GRACE KIRWANA