

CURRICULUM VITAE

2020

BIO DATA

NAME **NABANOBA DIANA RUTH**
DATE OF BIRTH 10 MAY 1996
NATIONALITY UGANDAN
GENDER FEMALE
MARITAL STATUS SINGLE

CONTACT

EMAIL ADDRESS nabanobadianaruth@gmail.com
CONTACT: 0784248986/0757744833
Address: Matugga - Wakiso

PROFILE

I am a graduate with a Bachelor's Degree in Office and Information Management (BOIM) with knowledge in research, typing, information management and Information Technology, God fearing, trustworthy, hardworking, co-operative and highly motivated, flexible and can easily adapt to the surrounding without compromising with any of my principles and responsibilities.

EDUCATION BACKGROUND

INSTITUTION	QUALIFICATION	PERIOD
Makerere University Business School	BOIM (First class)	2016-2020
MENGO SECONDARY SCHOOL	UACE	2014-2015
MENGO SECONDARY SCHOOL	UCE	2010-2013

SKILLS

- Computer skills
- Keyboard skills
- Professional telephone etiquette
- Interpersonal skills
- Communication skills
- Excellent customer care skills
- Team work

WORK EXPERIENCE

RESEARCH ASSISTANT at National Children's Authority (11/2020)

- Collecting data
- Analyze data
- Prepare reports

RESEARCH ASSISTANT at Makerere University, Department of Social Work and Social Administration (10/2020)

- Collecting data using ODK tool
- Analyze data

CASHIER at Nessa Medical Center, Administration Department (12/2019- 01/2020)

- Attending To Visitors
- Balancing The Books Of Accounts Daily
- Making Accountability
- Purchasing Stock For The Company
- Proper Record Keeping For The Company
- Data Entry
- Reception Tasks

RESEARCH ASSISTANT at Makerere University, Department of Engineering (09/2020)

- Collecting data
- Analyzing data
- Preparing a report

INTERN at Bank of Uganda, Communications Department (08/2018)

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|-------------------------------------|----------------------------------|
| (a)Attending Meetings | (b) Making Reports |
| (c)Organizing Event | (d) Daily Management of Office |
| (e)Attending To Guests | (f) Handling the Telephone Calls |
| (g)Information Management Using ICT | (h) Typing Documents |
| (i) Filing Documents | (f) Correspondence Management |

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INTERN at Movit products Limited, Marketing Department (06/ 2018-07/2018)

- (i) Marketing Movit Products
- (ii) Making Research
- (iii) Handling Customer Complaints
- (IV) Receiving Orders from Customers
- (v) Pushing Weak Products in the Market
- (VI) Generating Customer Database
- (vii) Generating Reports
- (viii) Attending Meetings
- (ix) Attending Corporate Social Responsibility Events

HOBBIES AND INTERESTS

- Travelling
- Reading
- Sports
- Listening to music

LANGUAGE PROFICIENCY

LANGUAGES	WRITING	SPEAKING	READING
ENGLISH	FLUENT	FLUENT	FLUENT
LUGANDA	GOOD	FLUENT	GOOD
GERMAN	GOOD	GOOD	GOOD

REFEREES

MS. ASIANZU ELIZABETH

LECTURER

Makerere University Business School

0782717541

Ms. VIOLET NYENJE

PRINCIPAL BANKING OFFICER

BANK OF UGANDA

0772555155

Ms. SYLVIA KATWESIGE

MARKETEER

MOVIT PRODUCTS LIMITED

0781561356