

CAROLYNE NABAASA

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OBJECTIVE:

To obtain a position that can contribute to the development of my career and the organization.

PERSONAL PROFILE

.I am self-driven and strive to better myself each day through learning from mentors and existing literature.

I believe that Corporate/ team interests take precedence over individual ones and thus the need for loyalty to Organizational/ Company consensus. Progress in execution of company/ organization tasks should be matched with periodic updates to those concerned. The above illustrate how I intend to add value to any organizational/ company team if recruited.

BIO-DATA

Name	Carolyn Nabaasa
Date of Birth	02 Jan 1990
Gender	Female
Marital Status	Single
Citizenship	Ugandan

EDUCATIONAL BACKGROUND

2010-2014 **Makerere University Business school, Kampala**

- Bachelor of Procurement and Supply Chain Management

2008-2009 **Namirembe Hillside High school**

A- level Certificate

2004-2007 **Crested Secondary School**
O- level Certificate

EMPLOYMENT EXPERIENCE

November 2020- To date

Best Ingredients Africa limited

Production manager/Administrator

- Invoicing sales orders
- Monitoring and dispatching stock in the system
- Balancing route sales from different parts of the country

June 2018 -Jan 2020 Krizel Business Systems Ltd

Administrator propertymanager.

- Handling customer inquiries and complaints
- Rent collection
- Preparation of utility bills and reconciling payments
- Handling administrative work

May2017-May 2018SeaNET Technologies, Kampala

Administrator

- Small Procurements for the company
- Sending quotations to the potential and billing the clients
- Answering incoming calls, emails and re-directing as required
- Arranging both internal and external meetings

Jan2014-Sept 2016 Day to Day Supermarket

Store manager

- Monitoring movement of stock
- Doing research on purchases and obtaining affordable suppliers
- Preparation of payment vouchers and updating the books of account

Jan-Dec 2013 Nzori Juice Company, Kampala, Uganda

Sales Department

- Supplying products in various supermarkets
- Preparing daily reports on sales and supplies
- Developing new strategies for the team to help realize and achieve the company objective.
- Marketing Nzori Juice on different social media platforms

Jan-Feb 2012

Warid Telecom, Kampala, Uganda.

Trainee, Customer Care

- Tele-Sales which involve calling customers on new offers available
- Receiving and attending to customer enquiries online
- Sending emails to technical and customer care departments

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ROLES AND RESPONSIBILITIES

June-Aug 2012

Intern at Uganda Telecom Ltd.

- Preparing purchase Requisition Forms
- Managing data entry into the Enterprise Resource Planning(ERP) Software system
- Carried out weekly stock taking

June-Aug 2011

Intern at Uganda Air Cargo Ltd

- Developing Procurement plans for all departments
- Preparation and review of various bid documents
- Attending meetings and writing minutes

- Monitoring movement of stock
- Preparation of payment vouchers and other books of accounts
- Maintain and manage different departmental documents and files

SKILLS

- Excellent project Management skills
- Am a excellent communicator with good interpersonal skills
- Problem solver and an arbitrator with good negotiation abilities
- Computer application skills
- Managerial skills
- Team building and consolidation skills
- Conflict resolution skills

LANGUAGES Spoken Reading Written

English Good Good Good

Runyankole Good Good Good

Luganda Good Good Good

INTERESTS

- Meeting new people has enhanced on my interpersonal skills.
- Reading in effort to better my career
- Traveling which has enhanced my communication skills
- Research
- Discussion forums.

REFEREES

Mrs. Doreen Tumusiime
Chief Executive Officer
Tel: 0774197375

Krizel Business Systems Ltd,

Mr. Maurice Wategana
Director

Wategz Technologies Limited.
Tel.0701641335/0776641333

Ms. Barbra Karungi
Finance and Administrator
Neogenesis Fertility Centre Kampala

Tel:0774618522