

CURRICULUM VITAE

MARIA NASUUBIRA

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PROFILE:

A reliable, determined, trustworthy and hard working individual with tested time management and organizational skills. Self motivated; I am able to work on my own initiative or as part of a team and can deal with administrative duties as well as work pressure competently which can only enhance my ability to learn quickly.

EDUCATION:

- Bachelor of Arts Degree in Ethics and Human Rights, 2015 to 2018, Makerere University
- Uganda Advanced Certificate of Education, 2013 to 2014, Kisubi Mapeera secondary school.
- Uganda Certificate of Education, 2009-2012, Kisubi Mapeera Secondary School

CORE COMPETENCIES

- Leadership and mobilisation.
- Communication skills.
- Customer service and management.
- Ethics and Human Rights.

EXPERIENCE:

Human Rights Assistant, ZTE Uganda Limited May 2022 to date

- Support in recruiting and hiring new employees
- Support in managing training and development initiatives
- Keep track of employee performance
- Support in managing and improving communication
- Support in managing organizational and company culture
- Support in creating a safe and inclusive work environment
- Support in oversight and managing benefits and compensation
- Support in handling conflicts, disciplinary actions, and terminations

Administrative Assistant, The Harvey Institute of Health Sciences, September 2019 to May 2022

- Scheduling of appointments and meetings on behalf of the administration with key stakeholders and potential partners in nursing care and service delivery skilling.
- Maintaining the office filing systems to enable office staff easily locate and use records properly and without delay which improves efficiency in the work flow.
- Preparation of periodic administrative reports as one of the tools to monitor implementation of the institution's administrative work plans and targets. It is through such reports that the administrator/ Director adequately keeps track of the progress of all management and business processes.
- Playing a Pivotal role in the communication framework in the institution through ensuring that all calls and correspondence is directed, channelled and distributed appropriately.
- Office equipment and stationery inventory management by ensuring that there are no stock outs so that there is seamless flow of work in the administrative offices.
- Employee of the month award, October 2021 for outstanding service delivery, commitment to work and ability to multitask and embrace automation of work flow processes.

Loans Officer- Private Sector Loans, Platinum Credit Limited, Main Branch June 2018 to September 2019

- Loan services sales and marketing for the institution in the various employer groups mainly focusing in the Private Sector and actively contributing to the extension of credit of over UGX 1.5 Billion(One billion five hundred million Uganda Shillings) to various customers in the private sector.
- Ensuring all loans actively sourced by myself on behalf of the company are disbursed to the customers in a timely and efficient manner through persistently engaging the credit officers who disburse these loans.
- Carrying out due diligence and ensuring all loans-seeking customers provide information that is accurate and reliable to meet the criteria needed for one to acquire a loan thus meeting company policy requirements and management expectations.
- Daily periodic reporting of sales activities to the line supervisors to track the sales expected on a daily basis and to ensure that there is a daily output achieved which constitutes performance management in the organisation. On average, the individual sales prospects that I would get are 9 customers per day with three qualifying to access loan services from the organisation.

Assistant Manager, Funz Video, Muyenga Branch October 2015 to May 2018

- Customer engagement and management through day to day interactions to source for their interests in a bid to drive up sales by providing services tailored to those interests and expectations whilst trouble shooting in instances where the product failed to meet customer expectations and carrying out pseudo marketing of the products traded in.
- Supervision of employees and setting daily performance targets to comply with the daily sales targets set for the branch.

- Reconciliation and accountability for the revenue generated on a daily basis to enable tracking of the finances at the branch thus enhancing improved financial performance and management.
- Organizing team building activities such as end of year dinners which would bring all staff from various branches together which enabled an environment in which there was idea sharing and brainstorming on how to improve performance and business processes by tackling various challenges as a team.

Intern, Foundation for Human Rights Initiative June 2017 to August 2017.

- Preparation of weekly personal work plans to ensure that weekly targets were achieved.
- Prepared performance reports for the human rights sensitization outreaches made to Kisakye Rehabilitation Centre in Kayunga, Kisubi Mapeera and Banda market.
- Documented and Organised meetings in preparation for the human rights outreaches that were prior scheduled. In such meetings, we would agree on the procedures we were to follow whilst in the field and what content we had to disseminate to the contact groups and communities.
- Carried out Research on the various communities to which we were to make outreaches such as Banda market, among others in order to tailor the services and information we had to offer to those target communities.

HOBBIES:

- Swimming.
- Reading novels and other literature.
- Painting and photography
- Gymin

COMPUTER SKILLS: Microsoft Windows 7/8, Microsoft Office 2010/2013 (Word, Excel, Power Point, Access, MS Project).

REFEREES:

Dr. David Mabirizi

Director

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