

KYAMPIIRE CATHERINE

CURRICULUM VITAE

CONTACT INFORMATION

Cell Phone: **0776-120-634 / 0701-120-634**

E-mail: **kyampcathy@gmail.com**

PERSONAL SUMMARY

Dynamic, analytical, and hard-working person who is self-driven, flexible, can work independently under minimum supervision within the framework of agreed strategies, believe in working with others (team player), an accomplished communicator, and dedicated in executing assigned duties with excellent ability of applying professional/technical knowledge/skills aiming at achieving the desired objectives or goals.

EDUCATION

2014- 2017	Bachelors of Science in Information Technology, Uganda Christian University
2010- 2011	Cisco Networking Associate (CCNA), Makerere University- Kampala
2004-2006	Uganda Advanced Certificate of Education ST James Senior Secondary, Bulaga
2001-2004	Uganda Certificate of Education Buloba Secondary School

WORK EXPERIENCE

Industrial training at Uganda Christian University internship Program (Boot Camp) in May to July 2016. Boot camp is an internship program provided by Uganda Christian University where students are provided with practical skills in various IT concepts such as server installation in Linux and windows, server configuration, various networking skills like switch and router configuration.

Jan 2018 - Date **Front Desk Executive**

Tal Medical and Rescue (TMR) International Hospital Naalya- an international hospital with 24/7 emergency Department with Intensive Care Unit, operating theatre, Radiology center, well stocked pharmacy and first aid training.

Main Duties:

- Enter patients records in clinic master, handle and respond to clients' requests.
- Greet and attend to patients in person and over the phone.
- Professionally assist doctors, staff, visitors and patients.
- Maintain business inventory such as checking supplies, scheduling equipment and maintenance repairs.
- Answer all phone calls and redirect them in a professional and courteous manner.
- Maintain confidentiality of all doctor, staff and patient information.
- Schedule appointments between doctors and patients.
- Liaise between medical departments with discretion and professionalism.
- Adhere to policy and procedures during all activities.
- Assist with admissions/treatment as per agreed protocols.
- Complete accurate documentation of patient visits.

- Greet patients upon arrival, sign them in and obtain insurance information and any other necessary data.
- Process payments from patients for co-pays and uninsured visits.
- Schedule appointments for new and recurring patients based on Physician and Specialists availability.
- Maintain hard copy patient records as well as the files stored in our Hospital Management System.
- Call patients to remind them of upcoming appointments and to help them schedule for their next visits.
- Provide patients with support and guidance as needed.

Abilities

- To establish and maintain effective working relationships with patients, parents, and the public
- To work effectively as a team member with practitioners and other staff members
- To prioritize patient needs and work demands
- To flexibly respond to changing demands, including patient workload
- To appropriately interact and communicate with patients, families, staff, and others
- To speak clearly and concisely in person and over the telephone
- To read, understand, and follow oral and written instruction
- To sort and file materials correctly by alphabetic or numeric systems
- To use practice supplies and equipment in a cost-effective and an efficient manner.

REFEREE

1. Ms. Nakkasi Ruth
Human Resource Manager
TMR International Hospital
Tel: +256 784-333-503

2. Dr. Nicholas Mwesigwa
Clinical Coordinator
TMR International Hospital
Tel: +256 704-357-753

3. Mr. Asiimwe Alex
Assistant commissioner
Ministry of Foreign Affairs
Tel: +256- 775-297-252 / +256-753-812-831