

MBATUDDE BETTY CURRICULUM VITAE

PERSONAL DETAILS

Address: P.O. Box. 6401, Kampala
Mobile: +256700753770/ +257 777199880
Email: bettymb2010@gmail.com
Date of Birth: 30th July 1989

PERSONAL PROFILE

I am female Ugandan with a Bachelor's Degree in Development Studies from Makerere University.

I am a committed team player, self-motivated, and innovative. I am self-oriented with managerial, administrative and analytical skills with the ability to work in progressive and challenging situations. When working with an organisation I aim at attaining the success and excellence of the organisation thus in the long run bringing about the achievement of the company's goals and objectives.

SKILLS AND ATTRIBUTES

- Excellent communication and interpersonal skills at all levels
 - Organised, self-starting and methodical with good prioritisation and time management
 - Analytical and resourceful with an eye for accuracy and attention to detail
 - Disciplined and dedicated to providing the highest standards of work required.
 - A committed team player, with an ability to lead, motivate and inspire others
 - Friendly, approachable, with a positive outlook.
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EDUCATION AND QUALIFICATIONS

MAKERERE UNIVERSITY, KAMPALA August 2009- June 2012

Bachelors in Development Studies

MENGO SENIOR SECONDARY SCHOOL February 2007–December 2008

Advanced level certificate, 2008

NATETE MUSLIM HIGH SCHOOL February 2003– December 2006

Ordinary level certificate, 2006

OUR LADY OF FATIMA PRIMARY SCHOOL

March 1996 – December 2002

Primary level certificate 2002

ADDITIONAL TRAINING AND QUALIFICATION

- Ready to work certificate from KCCA
- Computer skills: use of Windows 2007/2010 operating systems,
- Valid Passport
- Certificates in Microsoft Word, Excel, Access and power point

EMPLOYMENT HISTORY

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PARK HOSPITALITY LIMITED- Site Manager - March 2019- To-date

- Supervising maintenance staff at the site
- Monitoring and evaluating workers
- Tenants management
- Overseeing day to day accounting matters
- Setting up utility services
- Generating weekly reports
- Maintaining supply inventory
- Covering the reception desk
- Marketing and filling rentals
- Sourcing for service providers for maintenance works.
- Answering incoming and outgoing calls

GEMS CAMBRIDGE – Facility Manager - JUNE 2015 - December 2018

- Supervising workers in different departments
- Writing monthly reports for the company departments.
- Monitoring and evaluating the performance of company employees
- Carrying out interviews for prospect workers of the company
- Ensuring good rapport between the company and its client
- Ensuring safety and good welfare of the employees
- Managing the store.
- Organizing events in liaison with the operations department.
- Chairing staff meetings
- Facility management

NATIONAL IDENTITY CARD PROJECT (ENROLMENT OFFICER) MAY 2014-December 2015

- Registering people for the national cards
 - Checking and verifying of information provided by applicants
 - Carrying out community awareness about the importance of the national identity card
 - Guiding applicants on how to fill the forms of application
 - Ensuring that all project equipment is safe and in good working condition
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ASKAR SECURITY SERVICES -FRONT DESK OFFICER January 2013-December 2013

- Answering calls from clients of Askar Security services
 - Making official calls to the company clients
 - Directing visitors to the people and offices they desire to see or go to
 - Registering incoming mails and documents for onward forwarding to respective offices
 - Arranging appointments for guests to meet with the company staff
 - Carrying out any other relevant responsibilities as may be assigned by management
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INTERESTS AND HOBBIES

.Travelling

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- .Computing
- .Organizing events
- .Mentoring
- .Participating in campaigns

REFERENCES

1. Mr Joshua Wanume
Accountant
Whiteshowmans LTD
jushua@whiteshownmans.com
Tel: +257 704798831
2. Ms Sandra Kekirunga
HR Manager
Park Hospitality Limited
Sandra@park-hospitality.com
Tel: +256 704845474
3. Ms Umutesi Loreta
Managing Director
Sparklean Limited
Tel: +256 772849061
E-mail: lsarklean@yahoo.com