Nyiramugisha Mariah

Uganda Revenue Authority

07769387212

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**Professional Summary**

A highly resourceful, flexible, and enthusiastic officer with possessing considerable experience in field services. Having an impressive record of delivering operational activities in line with the organization’s procedures, coordinating building events for the unit. Keen to find an opportunity to be able to acquire more experience and horizons. I have had the opportunity of working in warehouses since i moved to UK and being dynamic is part of me.

**Employment History**

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| **DATE** | **TITLE** | **STATION** |
| December 27th, 2023 - January 7, 2024 | Warehouse Operative | PolarSpeed Distribution(Epsilon) - Birchcoppice |
| November 16, 2023 - December 2023 | Warehouse Operative | Buyagift |
| August 14,2023 - 11/11/2023 | Warehouse Operative | Sainsbury |
| June 2023 - August 2023 | Warehouse Operative | Greencore - Dordon |
| March 2023 - May 2023 | Warehouse Operative | Ocado - Birchcoppice |
| August 2019 to December 2022 | Administrative Officer | Office of Assitant Commissioner Trade - Uganda Revenue Authority |
| April 2015 to July 2019 | Administrative Officer | Uganda Revenue Authority - Customs Business Centre now Document Processing Centre (DPC) |
| September 2011 | Administrative Officer | Uganda Revenue Authority - Procurement Unit |
| November 2006 to August 2011 | Secretary to Academic Registrar | Uganda Institute of Information and Communication Technology |
| July 2005 to July 2006 | Secretary/Receptionist | Jovens High School Entebbe |

**EDUCATION**

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| --- | --- | --- |
| **DATE** | **TITLE** | **UNIVERSITY/SCHOOL** |
| June 2022 | Chartered Personal Executive Assistant (CPEA) | American Academy of Project Management |
| February 2010 | Bachelors Degree in Administrative and Secretarial Science | Kyambogo University |
| November 2006 | Diploma in Secretarial Studies | Uganda Institute of Information and Communications Technology |
| November 2002 | Uganda Advanced Certificate of Education | Bishops Senior School Mukono |
| November 1999 | Uganda Certificate of Education | GreenLight High School |

**ADDED SKILLS**

Customer - client management, Office administration, Leadership, Supervisory, Interpersonal skills, team player, computer skills, business operations, self reliance, scheduing

**Hobbies**

Adventure, music, dancing, traveling, entertainment, shopping, networking