**CURRICULUMVITAE**

**BIO DATA.**

|  |  |  |
| --- | --- | --- |
| Name | : | Kigozi |
| Othernames | : | Isaac |
| Sex | : | Male |
| Nationality | : | Ugandan |
| IDNUMBER | : | CM92012103J19E |
| Date of birth | : | 4th/may/1992 |
| Tel | : | 0701-440952 |
| Email | : | aviekigozi@gmail.com |

**MY PROFESSIONAL PERSONALITY.**

Organized and empathetic HR and Administrative officer with 2+ years of experience overseeing human resources duties including benefits management, on boarding and exit interviews. Increasing employee satisfaction by advocating for expressed needs. Helping businesses recruit, evaluate, test, select, and develop talent desires. I am certified in HR Behavioral Leadership, a program which focuses on finding right-fit talent by identifying key soft skills that align with the employer’s values, purpose and vision. To this end, my strongest attributes include great interpersonal skills, decision-making, and organizational leadership.

**EDUCATIONBACKGROUND**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **SCHOOL/INSTITUTE** | **AWARD** |
| 2019 | Makerere university | Currently Enrolled for a Masters of Business Administration |
| 2018 | Makerere University Business | Bachelors of Human Resource |
| School | Management |
|  |  |  |
| 2012 | Hilton High School Mukono | Uganda Advanced Certificate |
|  |  | Of Education |
|  |  |  |
| 2010 | Hilton High School Mukono | Uganda Certificate of |
|  |  | Education |
|  |  |  |
| **WORKINGEXPERIENCE** |  |  |

**In2014, served as a supervisor for the census 2014 for the Uganda bureau of statistics and i** **Carried out the following responsibilities:**

* Writing daily report of performance to the head supervisor
* Training of enumerators
* Supervising of enumerators and monitoring their performance in the field.
* Filing of collected data by the enumerators from the field for the weekly final report.
* Issuing of materials and equipments to the enumerators to be used while carrying out their work in the field.

# SKILLS GAINED

* Report writting
* Interpersonal skills
* Communication skils both verbal and written skills
* Good leadership and management skills.
* Time management skills.

**In 2015, I carried out industrial training for four months in the field of Human Resource management at the ministry of health Wandegeya Kampala where i acquired some practical knowledge and experience in the area of human resource management.**

**The following are the responsibilities i carried ou**t;

* Monitoring and supervision of government health centers.
* Monitoring and supervision of government schools both secondary and primary.
* Taking part in interviews, selection and short listing with the help of my field supervisor.
* Distributing of equipments and materials to employees to be used for the day.
* Attending of staff meetings on weekly basis.
* Writing weekly reports to my field supervision.
* Acting as reception officer by welcoming visitors and directing them to their attendants.
* Acting as office attendant
* Photocopying, typing and organizing of office records.

# SKILLS GAINED

* computer skills; microsoft packages.
* Interpersonal skills
* Communication skills
* Document management
* Time management skills
* Report writting.

**From january2018 to August, HUMAN RESOURCE MANAGER at DESIRE BEAUTY PRODUCTS LIMITED**

**I performed the following roles and responsibilities:-**

* Managing staff attendance by regular updating the master row and submitting weekly reports to HODS on absenteeism and reporting time.
* Attend and coordinate all management meetings and taking minutes.
* Welcoming new employees to the company by coordinating and conducting orientation fo

all new employees.

* Preparing monthly payroll report, highlighting staff exit new staff, salary increments etc .
* Collecting employee concerns to ensure that employees welfare and employees relationship are positive
* Maintaining records related to grievances, performance reviews and disciplinary actions.
* Performing file audits to ensure that all required employee documentation is collected and Maintained.
* regular updating of work in progress form.
* reviewing files for external service provider to ensure that their memorandum of

understanding are up to date

* reviewing employee files while checking contract expirely
* Monitoring and supervision.
* Reviewing overtime files
* Updating canteen data
* Reviewing of advance files
* Reviewing of evidence book/ work plan books
* Maintaining employee’s health and safety by ensuring that the first Aid Box is fully stocked at all times and fire extinguishers are working.
* Scheduling and conducting job interviews, shortlisting, selection and ensuring background checks are completed .
* Handling inquiries regarding human resource issues.
* Maintaining human resource staff job results by counseling and disciplining employees.
* Responsible for staff records management and ensure updated staff files
* Any other duties assigned by the supervisor.

## SKILLS GAINED

* Computer skills;Microsoft packages like excel, word, PowerPoint etc.
* Communication skills both verbal and written.
* Interpersonal and relationship building skills
* Good leadership and Management skills
* Problem solving skills.
* Document control and management.
* Knowledge and skills in office management.
* Time management skills.
* Customer care skills .
* Knowledge and skills in payroll management.

LANGUAGESSPOKEN.

|  |  |  |
| --- | --- | --- |
| LANGUAGE | SPOKEN | WRITTEN |
|  |  |  |
| English | Very good | Very good |
|  |  |  |
| Luganda | Excellent | Very good |
|  |  |  |
| Kiswahili | Fair | Fair |
|  |  |  |

**REFEREES.**

MR. MUTEBI PATRICK

HUMAN RESOUCE OFFICER

MAKERERE UNIVERSITY

TEL.0704584649.

Ms.NAKASUJJA ANNET.

HEAD OF DEPARTMENTS

DESIRE BEAUTY PRODUCTS LIMITE

TEL: 0706619755.

2.MR.SAM KYAMBADDE. Undersecretary

Office of director public prosecution

TEL: 0702425204.