

CURRICULUM VITAE (CV)

PERSONAL PROFILE

NAME : KHAINZA EDITH
Date of Birth: 28th November, 1996
Nationality: Ugandan
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CAREER OBJECTIVE

I am an individual who strives to make the most optimum use of the scarce resources that we as humanity have and, I am seeking an entry-level position to begin my career in a high-level professional environment and to achieve goals of a company that focuses on customer satisfaction eccentricity and experience.

SKILLS

- Hands on experience in identifying and sourcing a wide range of information and data as required
- Detail oriented with the ability to collect, analyze, evaluate and summarize technical data and maintain accurate records.
- Proficient in the use of computer applications such as the MS. Office suite i.e. MS word, excel, PowerPoint and Access
- Strong organizational skills with the ability to multi-task, while meeting set time lines.
- Excellent verbal and written communication skills
- Excellent interpersonal skills with the ability to work harmoniously with technical and nontechnical staff.
- Fluency in English, Luganda, Lugisu, Lusoga

EDUCATION AND QUALIFICATION

2017-2020 **BACHELOR OF BUSINESS COMPUTING**
MAKERERE UNIVERSITY BUSINESS SCHOOL,
Kampala Uganda
Principle Subjects: *Business statistics, computerized accounting, financial management, information systems development and management, business law, computerized investment appraisal, strategic management, human resource management, business ethics*

2015 - 2016 **TRINITY COLLEGE NABBINGO**
UGANDA CERTIFICATE OF EDUCATION
Principle Subjects: HISTORY, ECONOMICS, LITERATURE

2010 – 2014 **IGANGA SENIOR SECONDARY SCHOOL**
UGANDA CERTIFICATE OF EDUCATION

WORK EXPERICE AND INTERN

Jan 2020 to date -**ICT INSTRUCTOR ATNAWANYAGO TECHNICAL INSTITUTE**

Duties and Responsibilities:

- Conducting trainings of students on ICT on topics of Ms Office application
- Setting exams and assessing of students' performance using coursework and tests

2019 to date - **KAWA project coordinator at Makerere university business school**

Duties and Responsibilities:

- Conducting trainings of students on ICT on topics of networking, web design, scripting languages like, php and html
- Creating and updating an e-learning portal for MUBS
- Communicate findings on research undertaken

2018- 2019- **Support Staff at KAWA Uganda**

Duties and Responsibilities:

- Organize for meetings and workshops
- Send out vital communications to the specified persons.
- Managed small project or meeting budgets
- Write reports (workshop and project reports)

Feb 2018-Nov 2018 - **Digital Learning Manager, Dream Africa School, Kamwokya (Gems Cambridge schools)**

- Make laboratory rules and regulations
- Ensure that the laboratory is neat, and conducive for learning.
- Organise, maintain and manage class systems in proper working condition.
- Teach teachers and students how to use the computers.
- Design appropriate computer instructional material.
- Initiate and implement systems and procedures.
- Develop and implement lesson plans.
- Conducting group training sessions.
- Integrate special lesson plans with core academic curriculum

June 2018 to August 2018 - **Intern at Hackshade Techs Banda**

Duties and Responsibilities:

- Networking basics.
 - Graphics design(Photoshop, illustrator, jet logo designer)
 - Mobile development (Ionic app developer)
 - Web design principles
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REFEREES

Mr. Wamanga Moses Wamboga
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