

KABAGENYI JACKLINE
Tel: Whatsap +256772863109
kabagenyijackline@gmail.com

Dear Sir/ Madam,

RE: APPLICATION FOR THE SECURITY POST IN YOUR COMPANY

I humbly submit in my application for the above stated post. I am a Ugandan by nationality and a holder of a **Diploma in Business Administration**.

I am highly motivated and believe that if given an opportunity to work with you I pledge to do my best.

If there be any further information to assist you in your selection process, I will be glad to offer it to you.

I will be grateful for your kind consideration.

Yours Sincerely

Kabagenyi Jackline

CURRICULUM VITAE

KABAGENYI JACKLINE

P.O Box 729 Mukono
Kampala Uganda

Tel: +256772863109(0)700355826
Email: kabagenyijackline@gmail.com

IDENTIFICATION ATTRIBUTES

Nationality: Ugandan
Sex: Female
Marital status: Married
Date of birth: 16./08/.1979

CAREER PROFILE

An enthusiastic business finalist committed to a career in marketing.
An excellent communicator with business experience in market research and sales.

EDUCATION & QUALIFICATIONS

BA (Hons) Business Studies. (Expected diploma 2:1)
YMCA COMPREHENSIVE INSTITUTE

Modules include Accounting, Marketing, and Business Communication. Economics, Business Management. Entrepreneurship Skills. In second year chose to specialise in marketing (focusing on buyer behaviour).

Final Year project "Service Quality of a Visitor Attractions – using Mk Tours & Travel Safaris as a case study".

Natete Mackey Secondary school (U. C. E.)
(Uganda Certificate of education)

4 Higher - English (B), Mathematics (C), History (B), Accounting (B)

EMPLOYMENT

January 2016 – June 2019 Medical Marketer at
GITOE'S PHARMACEUTICALS LIMITED

June 2010 – Dec 2015: **FRONT DEST SECURITY OFFICER AT MK TOURS & TRAVEL SAFARIS UGANDA.**

I was responsible for Keeping front Desk tidy and presentable with all necessary material, Greeting and welcoming guests as they approach the front desk, Guiding guests and issuing guest badges, Answering questions and Handling clients' complaints,

January 2005 –2008: **Assistant Security, Storekeeper at Seroma Limited**

DUTIES HELD

- Making Deliveries to our business premises and also customers homes.
- Completing the correct documentation when booking goods in & out for delivery.
- Delivering a friendly and professional service to customers.
- Having a positive attitude and a desire and willingness to learn.
- Obtaining customer signatures on delivery paperwork.
- Providing help and advice to customers and colleagues.
- Responsible for the accuracy and safety of all loads carried
- Communicating effectively with customers to build strong working relationships.

KEY PERSONAL SKILLS

Business Effectiveness

Significant business to business sales experience

- Ability to engage with decision makers
- Excellent verbal and written communication skills at all levels within the business
- Excellent interpersonal skills
- Ability to conduct formal client presentations at operational and executive level
- Collaborative and team orientated approach
- Intermediate Microsoft office skills
- As an Assistant, Storekeeper at Seroma Limited I suggested a new layout for the shop which would enable a faster turnover of customers. This substantially cut the queuing time.
- Presented my final year project results to Senior Assistant Store at Seroma Limited and had 3 recommendations adopted.

COMMUNICATION

- Organised an exchange for Ugandan students to work in Mk Tours & Travel Safaris. Persuaded management of business benefits.
- Selected as Class Rep in 4th year. Delivered a 10-minute presentation to 40 academic staff on student concerns about new developments in the Business School.

TEAM WORK

- AT Max International contributed to team targets for numbers of weekly interviews. Successfully met targets.
- At the same company trained staff members on database. As a result company saved costs of hiring an external consultant.

PROBLEM SOLVING

- Have good numeracy skills. My course at YMCA COMPREHENSIVE INSTITUTE further developed these through the study of statistics and economics.
- Final year project enabled me to focus on these skills. It was an ambitious piece of work involving interviews with the public and questionnaires. The resulting data had to be compiled into a report which was meaningful to the organisation being examined.

IT

- Word Processing (Word); Spreadsheets (Excel); Databases (Access, Works); Presentation software (PowerPoint); Internet software.
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INTERESTS

- Reading inspirational Books, local and international Business news Magazines,
- Making Friends
- Filming and Watching Movies
- Visiting the Elderly
- Visiting the church every Sunday
- Looking after the orphans
- Working has team

I will actively participate, motivate and lead fellow players to promote team cohesion so as to achieve the organizations set goals and objectives,

PERCEPTIONS OF SELF

I know how to work with people in order to get the job done, in the best way possible as well as the shortest time possible. I always take chances to learn new things so as to further my abilities, skills and experience.



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Senate 100

KABAGENYI

Over Name: Parents

JACKLINE

University of North Carolina

UGANDAN

Date of Birth / Date de naissance

16/08/1979

Date of Issue / Date de délivrance

05/10/2022

Date of Supply / Date of completion:

04/10/2032

CAN

570561

UGA

Passport No. / Passeport No.
A00861692

ID Number / No. d'identificació
CF7905210911NL

de naissance

Place of Birth / Lieu de naissance
DE TERRE

ENTEBBE

Authority / Authorité

UGANDA GOVT KAMALALA

Holder's Signature / Signature de la titulaire

[illegible]

Uganda National Examinations Board



This is to certify that the candidate named below sat for the Examination for the Uganda Certificate of Education and qualified for the award of a

Uganda Certificate of Education

DIVISION IV

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED

KABAGENYT JACQUILINE

UD107 192

NATETE MACKAY MEMORIAL SCHOOL

	GRADE
ENGLISH LANGUAGE	7
HISTORY	8
GEOGRAPHY	9
MATHEMATICS	8
BIOLOGY	7
ART	5
COMMERCE	9
PRINCIPLES OF ACCTS.	9

SUBJECTS NAMED EIGHT

SUBJECTS PASSED FIVE

EXAMINATION OF NOVEMBER/DECEMBER 1998

Secretary

Uganda National Examinations Board

Chairman

Uganda National Examinations Board

U 652501

(See overleaf)

YMCA Comprehensive Institute

Kampala Branch

This is to certify that
Kabagenyi Jaqueline

Having satisfied the requirements for the Award of a

Diploma

Business Administration

Has passed the qualifying Examination in the
final Grade **B**
therefore was admitted to a congregation held

ON THE *12th* DAY OF *December*, YEAR *2013*

Edward Kasolo Kimuli
Chairman Board of Directors



Sarah Kitaka Nalubowa
Principal