

Name: Evelyn A. Kiiza

Title: Administrator

Country of Residence: Uganda

Nationality: Ugandan



C/O Mr Mukama Wessles

Ministry of Defence

P.O Box 40246

Kampala Uganda

Tel: +256 772 436 621/772 499 199

Mobile: +256 757 889 833

Email: evelynkiiza@yahoo.com

Professional qualifications:

2015, DevPart Consult (QuickBooks Pro)

2006, PwC In house IT (Information Security training).

2004, PwC Seminar for improving Management skills for middle level Managers/Leaders and tackling their challenges.

Language Skills:

Language	Reading	Speaking	Writing
English	Excellent	Excellent	Good
Luganda	Good	Good	Fair
Runyankore/Rukiga	Excellent	Excellent	Good

Working Experience:

Fifteen (15) years' experience in Administrative/Managerial role, communication leadership, Broad customer care service and public relations skills coupled with effective interpersonal communication skills/confidentiality and problem solving skills.

Jan 2015 to date: Administrator - Devpart Consult

Implement office administrative policies as per Devpart consult standards in accordance with the professional advisers (Directors).

Organize and coordinate meetings, raise invoices, sales day books, prepare monthly reports, Manage the consultants calendar, support Directors and team leaders, Undertake travel bookings, Review consultants billings in respect to assignments undertaken before submission, Ensure protection and security of files and records online.

2003- Sept 2008, Customer care Team Leader / Personal Assistant - PricewaterhouseCoopers Uganda (PwC)

Acknowledging, sorting, reviewing and dissemination of both internal and external correspondence according to PwC standards.

Manage all partners welfare issues to include but not limited, filling, editing reports, arranging travel documents, meals, accommodation arrangements and meeting facilitations.

Initiating and arranging departmental meetings and taking of minutes, maintaining both internal and external customer confidentiality reports.

Ensuring completeness of reports by assigning work to clerical staff as well as other executive staff, following up on results as needed, attending/facilitating management/ executive meeting as well as Board meetings.

Managing partners and senior Directors' diaries.

Draft routine correspondence, fax and emails.

June 2000- July 2003. Office Administrator - World Wide Movers Uganda (WwM)

Sourcing for materials and services that best fit the requirements of staff and clients, scrutinizing quotations and assessing best supplier, keeping data base for potential existing clients and record keeping.

Scheduling trucks to ensure efficient and pick up for personal effects.

Responsible for managing the front desk, preparing work plans, budgets, producing, monthly reports, managing inventories, reports of meetings and workshops.

1997- 2000 . Receptionist/ Secretary – Starlight Communications Uganda Ltd. (STARCOM)

Main Duties:

Draft routine correspondence /fax to our network providers in accordance with office procedures and demands, answering all income calls and directing them to the right people.

Ensuring that telephone extension list/person numbers were updated.

Organization of papers, files, publications for both clients and individuals.

Any other administrative duties as requested or assigned to me.

Preparation of weekly extractions of disbursements.

Personal Strengths:

Willingness to learn and take up new challenges
Good communication and inter personal skills
High degree of judgment and tact in handling the most sensitive, diverse and confidential materials.
Capable of withstanding in situations of pressure and emergency.
Professionalism, honesty and integrity, dynamic, and determine

Good knowledge in analyzing staff performance appraisals professionally
Manage people, good judgment initiative, high sense of responsibility, tactfully with sensitivity to different cultures.
Ability to interact in a team environment and a good problem solver.

References:

Name: *Mrs. Edith Kasekende*
Position: *Human Resource Director*
Organisation: *PricewaterhouseCoopers*
P.o Box 882
Kampala Uganda
Phone: +256 312 354 400

Name: *Mr. Lassu Patrick*
Position: *Procurement Officer*
Organisation: *Parliament of Uganda*
E-mail: *patlassu@hotmail.com*
Postal address: *7178*
Kampala Uganda
Phone: +256 772 654 696

I, ***Evelyn A. Kiiza***, declare that the information provided in this CV is accurate and hereby authorize you to undertake whatever inquiries you may consider reasonable and necessary in the course of the assessment process, in relation to the information in this curriculum vitae relating to my suitability for the position for which I have been nominated.

Signed:



Date: 16 October 2015

