



BARAZA RONNIE

PASSIONATE ABOUT WORKING
AROUND WITH PEOPLE

OBJECTIVE

To work with commitment, dedication, transparency, and competency in relation to the best interests of the organization, community and individual growth.

PROFILE

A young career minded undergraduate that is hard working, self-motivated and result oriented, who is passionate about working around with people, pays attention to details, participates in team work and is open to learning and re-learning in relation to the benefits of the organisation and community.

WORK EXPERIENCE

Assistant Human Resource/Administrative Assistant

April-November,2023

Canadian Ark Staffing

- >Managing and handling grivenacies at the workplace.
- >Remote working tools and digitals skills as an assistant
- >Scheduling interviews
- >Assistant Client Relations Officer
- >Receiving calls from Canada and solving work related issues
- >Updating employee databases, screening resumes & helping the HR with reports and employee inquiries.

Maintenance, Sales Executive and Cashier Dennan Baby to KIDs

2021-2022

- >Ensuring that the shop is clean and all infrastructure is organized place.
- >Making sales and meeting weekly goals with the shop.
- >Partial WhatsApp manager- making sure WhatsApp orders are cleared and sent to customers. >Ensuring all records are kept in the computer system, daily deliveries, daily reports.
- >Ensuring all petty money noted down in the petty cash book & balancing of everything.
- >Presenting weekly reports to the bosses alongside sales.

Sales Executive

2020-2021

LC WAIKIKI

- >Responsible for answering calls from customers about new products. >Handling customer complaints at all times.
- >Ensuring products move on so that to meet monthly sales.

Sales Executive AND Merchandiser Capital Shoppers Supermarket

2018-2019

- >Merchandiser
- >Responsible for pricing, checking for expired goods, updating stock movements. >Checked FIFOs and wrote monthly reports.

Sales executive & representative Crown Beverages Limited

2016-2018

- >Met monthly sales targets
- >Organized MITs with the team to push country wide products
- >coordinated regional sales teams with help of the boss
- >Team leader for the events crew
- >Presenting monthly reports to the Sales managers

CONTACT ME

- KAMPALA, UGANDA
- barazaronnie08@gmail.com
- +256706911461(WhatsApp)
+256783441948
- 31/08/1998

EDUCATION

Bachelors in Industrial
and organizational

Psychology

University Award:
Degree 2022

Advanced Level

Naalya Senior Secondary
School Award: UACE
CERTIFICATE

Ordinary Level

Naalya Senior Secondary School
Award: UCE CERTIFICATE

2013-2016

SKILLS

| | |
|--------------------------|--|
| Computer services | |
| Professionalism | |
| Flexibility | |
| Complaint handling | |
| Book keeping | |
| Organizational Treatment | |
| Remote working | |

LANGUAGES

| | |
|---------|-----------|
| English | Excellent |
| Luganda | Good |
| Swahili | Fair |

REFERENCES

Sebadduka Yasin Mbowa
Trade Marketer- Airtel Uganda
Uganda

Phone: +256754033736

Akampunguza Dickens
Sales & marketing- Pepsi Uganda
Uganda

Phone: +256752378803

Kisaale Ivan
Eastern Regional Supplier- African Queen Distributors
Uganda

Phone: +256702082921

AWARDS

Employee Of the Month- Dennon baby to kids
Best Sales/events team leader- Crown Beverages
Limited Employee of the year- Canadian Ark
Staffing(2023)

CERTIFICATION

I BARAZA RONNIE, hereby certify the information given above as true to the best of my
knowledge & understanding