**CURRICULUM VITAE**

**1.0 BIO-DATA**

Name :Mayanja Ronald Luswata

Nationality : Ugandan

Marital Status : Married

Date of Birth : 20th March 1980

Mobile : 974 30445838(WhatsApp) / +256 781026779

Email **:** **mayanja24@yahoo.com**

**2.0 KEY COPETANCES**

A Graduate of Social Science from Makerere University Kampala, who is highly astute and responsible individual, with aptitude to succeed in an extremely competitive environment whilst consistently striving to achieve meritorious standards of work, a quick learner with strong work ethics, team spirited, self-motivated, resourceful, reliable, honest and very committed.

Proven experience in social work, community based programming, sales marketing, finance management, banking and research.

**2.0 EDUCATION BACKGROUND**

 2001-2004 : Bachelors of Social Sciences

 Makerere University Kampala Uganda.

1999 - 2000: Uganda Advance Certificate Education(UACE),

 St. Lawrence Citizens High School - Wakiso District.

1994 - 1997 : Uganda Certificate of Education (UCE),

 Mbarara High School

**3.0 EMPLOYMENT**

**November 2019 ----March 2024**

**Mowasalat- Karwa**

**Driver – Taxi and Limo**

**Duties and responsibilities**

* Transportclientsfrom the airport to their respective Hotels or residences.
* Transport clients from their respective homes or hotels to the airport
* Touring guests within and around Doha
* Collect money from the passengers and deposit it to the company daily
* Maintain the company vehicle clean and in good mechanical condition
* Ensure that clients reach the airport in time to avoid missing their scheduled flights
* Ensure the safety of the clients on board and make sure they reach their destinations safely.
* Report any scratches and damages on the car at all times.
* Work the assigned 12 hour shift and return the vehicle for washing on a daily basis.
* Any other duties assigned

**January 2014 to December 2018– Operations Officer**

**Great Lakes Logistics Uganda Ltd – Balintuma Road – Mengo Kampala**

**Duties and Responsibilities**

* Overseen the daily operations and make adjustments where necessary and feasible
* Coordinated with Human resources division on recruitment and maintenance of skilled talent employees
* Assisted in providing advice on policy documents, financial management, procurement, disposal of assets
* Undertook a thorough review of accountabilities submitted by staff and sub recipients to ensure accuracy of codes and figures.
* Ensured maximum confidentiality of Office Information
* Assisted in providing input about preparation of staff pay roll, remittances as specified in the contracts
* Motivated subordinates to meet Company Goals
* Initiated regular visits to the operation areas to ensure conformity with regulations on transport, clearance of goods, load planning, and vehicle pay load limits
* Supervised and tracked the Containers from the country of origin to delivery points and ensured strictness in shunting them back.
* Managed and tracked procedures of the fleet, ensured efficiency in terms of travel distances and authorization
* Supervised the dispatch of drivers, coordinated their movements, scheduled on rotation system, advised on security particularities and anomalies on the routing, took appropriate action in case roads are blocked or Impassable in all operation areas
* Driven company vehicles, Performed other duties in administration and recruitment exercise in the field as assigned to me by my supervisor
* Any other duties assigned by my supervisor

**February 2006 to December 2014 – Administration Assistant**

**Great Lakes Logistics Uganda Ltd – Balintuma Road – Mengo Kampala.**

**Duties and Responsibilities**

* Administered day- to-day activities of the office
* Supervised the work of Guards, Cleaners Office based Drivers in supporting roles, Including assigning workloads and monitoring their performances
* Ensured vehicles are in good serviceable and mechanical fitness condition
* Ensured Itinerary and bookings for staff/partners’ movements on domestic and International are followed as per the plan
* Resolved Individual problems and disputes involving staffs or as they arise
* Ensured all vehicles and workers have uniforms and stickers bear a company logo and mission
* Assisted in Overseeing staff attendance registers and follow up leave schedules
* Assisted in support staff appraisal, recruitment and Induction of new staff

**4.0 PERSONAL ATTRIBUTES AND OTHER SKILLS**

* Proven leadership skills and motivation ability;
* Strong communication and negotiation skills;
* Great teamwork ability, Great presentation skills, Honest and trustworthy, Innovative and self-driven.
* Networking skills, social mobility, Great interpersonal relationship, Flexible and open minded.
* Experienced in Baseline Survey, Experienced in data collection, entry, cleaning, processing and analysis.
* Experienced in organizing and conducting training and workshops;
* Knowledge in Research undertaking and in various computer applications
* Motor Vehicle Driving
* Computer applications in Microsoft word, Excel, PowerPoint
* Counseling and guidance

**5.0 LANGUAGES**

 English. : Excellent

 Arabic. : Fair

 Swahili : Good

1. **REFEREES**

1.Mr. Ahmed Kayongo

 Administrator- Taxi and Limo Department

 Mowasalat -Karwa

 TEL. +97430593343

2. Dr. Linia Mayanja

 Memorial Hospital

 P.O. Box 920 – Mbarara

 Tel: Mob +256 774 987722

 liniamayanja@gmail.com

 3. Mr. Kagurutsi Atukunda Paul

Lgistician

 Great Lakes Logistics – West Nile Office - Field Based

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 Kampala, Uganda.

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