**CURRICULUM VITAE**

**1.0 BIO-DATA**

Name :Mayanja Ronald Luswata

Nationality : Ugandan

Marital Status : Married

Date of Birth : 20th March 1980

Mobile : +256 74-1935-620 ,

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

**2.0EDUCATION BACKGROUND**

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 Transport Company - Qatar**

**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.

**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
* 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 schedule.

**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.
* Motor Vehicle Driving
* Computer applications in Microsoft word, Excel, PowerPoint

**5.0 LANGUAGES**

 English. : Excellent

 Luganda : Excellent

. Runyankole: Excellent

 Arabic : Good

1. **REFEREES**

1.Mr. Ahmed Kayongo

 Administrator- Taxi and Limo Department

 Mowasalat -Karwa

 TEL. +97430593343

2. Ms. Barbra Aturinda

 Admistrator – Great Lakes Logistics

 Mob. 0756 834313

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 Memorial