

CURRICULUM VITAE

PERSONAL DETAILS

NAME : HALLEN ZAHARAH
DATE OF BIRTH : 11TH/11/2000
SEX : FEMALE
NATIONALITY : UGANDAN
MARITAL STATUS : SINGLE
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PERSONAL PROFILE

I am a dedicated and passionate individual with a background in social sciences. I possess strong analytical and research skills, which have allowed me to gain a deep understanding of human behavior and societal issues. I am a critical thinker who is able to consider multiple perspectives and approaches when tackling complex problems.

I have excellent communication skills, both written and verbal, and I am able to effectively articulate my ideas and findings to others. I am a natural empath and have a keen interest in understanding and addressing the needs of individuals and communities.

I am highly organized and detail-oriented, allowing me to effectively manage projects and deadlines. I am also a proactive and collaborative team player, always willing to contribute my skills and expertise to achieve common goals.

I am a multi-skilled and goal oriented personality, devoted to social justice, sustainable development and institution building, valued team player, positive learner that is keen at learning new concepts, I have good communication skills, possess abilities to supervise a team, create awareness and execute tasks with minimum supervision.

I am dedicated to making a positive difference in the world through my work in the social sciences, and I am committed to continuous learning and growth in order to enhance my abilities and make a meaningful impact in the field.

CAREER OBJECTIVE

To secure a challenging position in a reputable organization where I can utilize my skills and experience to contribute to the success and growth of the company, while also continuing to develop professionally in a dynamic and fast-paced environment

EDUCATION AND QUALIFICATIONS

DATE /YEAR	COURSE COMPLETED	PLACE OF TRAINING	AWARD
2021/2022-2024	Bachelor of Arts in social sciences	Kyambogo University	A waiting for Graduation
2019-2021	UACE	Godmark High School-Mukono	UACE Certificate
2015-2018	UCE	Godmark High School-Mukono	UCE Certificate
2009-2014	PLE	St. Mbuga Primary School	PLE Certificate

LANGUAGE PROFICIENCY

Language	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Luganda	Good	Good	very Good
Lugishu	Good	Good	Fair

Working experience

29th May-11th July, 2024

Organization: UGAFODE Microfinance Limited (MDI)-Rubaga Branch

Position: Intern

Duties and Responsibilities

- Assisting the operational team in day-to-day branch operations, including customer service, transactions processing, and account maintenance.
- Supporting the credit department in loan processing, verification of client information, and documentation management.

- Conducting customer due diligence and background checks on loan applicants to assess creditworthiness and risk level.
- Assisting in the preparation of loan disbursement documents and ensuring compliance with internal policies and regulatory requirements.
- Participating in customer outreach and marketing activities to promote UGAFODE's products and services.
- Providing administrative support to the branch team, including filing, data entry, and report generation.
- Collaborating with other departments and teams within the organization to achieve branch targets and objectives.
- Participating in training sessions and workshops to enhance knowledge and skills in microfinance operations and credit management.
- Following up on delinquent loan accounts and assisting in the collection process as needed.
- Adhering to UGAFODE's code of conduct, policies, and procedures at all times to maintain high ethical standards and professionalism in the workplace.

PERSONAL ATTRIBUTES AND SKILLS

- ❖ Ability to prioritize, manage time and cope with stress.
- ❖ Team work and problem solving skills
- ❖ Excellent communication and interpersonal skills.

ABILITIES

- Effective communication skills
- Team player
- Team work ability
- Self-driven
- Ability to work beyond the working schedule
- Ability to work in a multi-sectorial society

INTERESTS AND HOBBIES

- Touring
- Listening to music
- Doing business
- Playing netball and football
- Reading developmental and interesting literature
- Reading and researching, especially on internet
- Relating with others

REFEREES

1. Name: Namutebi Tausi

Position: Mother

Tel. +256 753521622

2. Name: Mr. Karemiri Robert

Organization: Kyambogo University

Position: Lecturer

Tel. +256 701409311

3. Name: Mrs. Zemeyi Elizabeth

Organization: UGAFODE Microfinance Limited (MDI)-Rubaga Branch.

Position: Agency Supervisor

Tel. +256 785434021

4. Name: Mrs. Muwenge Juliet

Organization: Godmark High School-Mukono

Position: Director

Tel. +256 772594941/+256755594941

DECLARATION

I therefore affirm that the above information shared is TRUE about me.

Signature:.....Date:.....