

CURRICULUM VITAE

PERSONAL DATA

NAME : SSEMIVULE JOVAN
DATE OF BIRTH : 25/08/2001
NATIONALITY : UGANDAN
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EDUCATION BACKGROUND

PERIOD	INSTITUTE/SCHOOL	AWARD
2020-2023	UGANDA INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY DIPLOMA IN INFORMATION TECHNOLOGY	
2018-2019	KATIKAMU SDA SECONDARY SCHOOL	UACE
2014-2017	KATIKAMU SDA SECONDARY SCHOOL	UCE

WORKING EXPERIENCE

PERIOD	WORKPLACE	OCCUPATION
2023 - PRESENT	PAHAPPA LIMITED	PROJECT MANAGER

RESPONSIBILITIES

Present and schedule projects with clients.
Managing communications between clients and developers.
Ensure quality control on completed and undergoing projects.
Team collaboration with other departments to ensure a seamless customer experience.

SKILLS ACQUIRED

Proficiency in using HTML and CSS for web development projects.

2022 - 2023	PAHAPPA LIMITED	SALES EXECUTIVE
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RESPONSIBILITIES

Attend to customer complaints and provide relevant solution.
Managing communications between clients and the business.
Generate leads and onboard new clients.
Team collaboration with other departments to ensure a seamless customer experience.

2019-2021	SMJ INTERNET CAFE	COMPUTER ATTENDANT AND TECHNICIAN
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RESPONSIBILITIES

Attend and provide assistance to customers.

Maintenance of the cafe's computer.

Receiving and recording payments.

Inventory and record keeping.

SPECIAL SKILLS

Web Development and Design

Computer Repair

Communication Skills

MS Office suite knowledge

Project Planning

Email writing and handling

Inventory management

Records Keeping

Leads generation and handling

Secretarial Services

LANGUAGES

ENGLISH

RESPONSE TO SPOKEN/SPEAKING

FLUENT

RESPONSE TO WRITING

FLUENT

REFEREES

SSEMULEMA MARVIN

Founder SMJ Internet Café

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WAISWA EMMANUEL

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