

KANYESIGYE MIRIUS

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SUMMARY

- Energetic self-starter with experience in Pre-planning and Events Coordination.
- Excels in providing exceptional service to clients; especially skilled with handling challenging customers.
- Completed an honors degree focused on Management Science.

EDUCATION

Kyambogo University – Kampala, Uganda
BA, Management Science

August 2015 – December 2018

WORK EXPERIENCE

Administrator

2018 May-Present

Pastors Discipleship Network – Kampala, Uganda

- Managing Logistics and Events Venues
- Working out event budget, and logistics (venue, catering, etc.)
- Consult with Clients to determine Objectives and requirements for events, such as meetings, and conferences
- Carrying out administrative duties such as booking hotels and managing the guest's travel itineraries
- Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Determining appropriate levels of staffing and budget to stay within given monetary parameters.
- Organizing logistics of event preparation, including location scouting, stage design, venue decor, and program implementation.

Insurance Sales Representative

September 2015 - April 2018

Jubilee Insurance Company – Kampala, Uganda

- Researching and sourcing potential clients and building long-term relationships with them
- Persuade prospective clients to engage in a phone conversation and/or meeting to discuss insurance products
- Advise clients on the insurance policies that best suit their needs
- Customize insurance programs to suit individual clients
- Deliver approved policies to new clients and explained the benefits and risks of the policy
- Re-assess the policy needs of existing clients after life-changing events

SKILLS

- | | | |
|----------------------------------|-----------------------|------------------------|
| › Event Planning | › Attention to Detail | |
| › Communication | › Grit and Resilience | › Organization |
| › Confidentiality and discretion | › Microsoft Office | › People Skills |
| | › Google Docs | › Microsoft PowerPoint |
| | › Microsoft Excel | |
| | › | |

INTERESTS

- | | |
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| › Nature | › Women Empowerment |
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LANGUAGES

- | | | |
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| Luganda | › English | › Luyankole |
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