Murphy.m. Mubuka

0977325776 or 0963165991
mubukam@yahoo.com

Summary

Energetic and friendly recent graduate with excellent communication and interpersonal skills. Eager to apply learned skills in practical settings and develop new knowledge from team. Seeking to gain deeper understanding of industry and seize opportunities for career progression. Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results.

Skills

- Leadership
- Problem-solving
- Communication skills
- Public relations
- Team building
- Google Workspace
- Time management
- Knowledge of excel and word

Education

Evelyn Hone College of Applied Arts and Commerce

- Diploma in Business Administration

Zambia College of Agriculture

- Diploma in General Agriculture and Computer Study

Reference

USAID-SAFE

HR-Beauty Banda

Cell: 0966-595-368

Livingstone Adventure

G. Manager –Nunu munsaka

Cell: 0974-274-240

Work history

Strategic Information Assistant (1St Feb 2022 to Date) **USAID-Safe & ZIH-Pact**

- Ensure that documentation is complete in all HIV related forms and registers (HTS, PMTCT, ART, VMMC, VL etc).
- Perform data entry duties using the Electronic Health Record System (SmartCare) for HIV-positive patients at health facilities offering ART and general clinical care services and ensure that SmartCare is up to date daily.
- Monitor and flag possible lost to follow up (LTFU) patients Using SmartCare, prepare list of patients due for clinical visit and pharmacy refills.
- Compile and transmit daily reporting and analysis on key indicators to facility and Pact staff
- Conduct data review meetings on a monthly basis in consultation with facility staff
- Work with facility staff to monitoring achievement towards assigned targets

Crossroads lodge (1ST jan-21 to Dec 2021) **Stores officer**

- Organized displays to promote inventory.
- Identified discrepancies in stocks through regular inventory management.
- Carried out day-to-day duties accurately and efficiently.

Livingstone Adventure (May 2012 to Sep 2014) **Creditors and Debtors Clerk**

• Processed expenses to maintain accurate, up-to-date accounts.