



Uganda

Mr. ALEX ANYEDE

PERSONAL DETAILS

Reference No.	CV-IT-624598-24
Country of Residence	Uganda
Surname	ANYEDE
Given Name	ALEX
Date of Birth	Wednesday, 19 Jan 1977
Gender	Male
Marital Status	Married
Religion	Christian

PASSPORT DETAILS

Passport Number	
Nationality	Uganda
Date Of Issue	Monday, 23 Nov 2020
Date Of Expiry	Friday, 22 Nov 2030
Place Of Issue	Kampala, Uganda

PHYSICAL INFORMATION

Height About 5 feet

Weight 62

No, I Don't have any physical disability or serious illness.

Yes, I have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education Others

School/College/University Name Alison[online courses], Law Development Center, Moyo secondary School [A level] and Bishop Asili Secondary School [O level]

Passing Year 2023, 2022, 2010,2000, 19

PROFESSIONAL QUALIFICATIONS

Institute Name NA

Course Title NA

Passing Year NA

LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
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English	Well	Well	Excellent
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Kiswahili	Fair	Fair	Well
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EMPLOYMENT HISTORY

Year Of Exprience Four years

Background

My name is Anyede Alex. I am a male adult from Uganda. Am currently employed as a Court Clerk/Interpreter by Judiciary, Uganda. My roles are;- interpretation, registering cases, appointment scheduling, up-dating calendar for the Magistrates, answering and routing phone calls, making monthly case returns, recording and keeping case exhibits, keeping case files, scanning documents, drafting and typing responses to routine correspondences and legal documents such as summons, warrants, affidavits, etc, reviewing legal documents to ensure accuracy of all data. On top of that, I am maintaining confidential files and records, assist in office management, receiving and dispatching mails, email communication, assisting in reception, attending to court users, lawyers and advocates, swearing witnesses in court, maintaining computerized case administration system, and any other beneficial clerical/administrative supports to judicial officers. am also assigned to act as an office supervisor. I am team player, flexible, self-starter, result oriented and with strong skills set in communication, organization, attention to detail and time management and I like to work and exist with people of diverse backgrounds. Furthermore, I have the ability to work long hours, outdoors and in all-weather condition with or minimum without supervision. I can as well work under pressure and in tight deadlines. Besides, I also have over three years experience as a construction helper, and I'm used to doing physical jobs, including farm jobs, which require sitting, standing, walking, bending, kneeling, crouching, carrying heavy loads, repetitive tasks, and hand-eye co-ordination. Similarly, I know how to mow lawns, trim [weeds bushes, shrubs and hedges], rake leaves and remove trash prior to mowing a designated area, emptying trash and recycling container. Much as am only familiar with few local equipment, I can promptly acquaint myself with new ones that may be introduced in the course of my duties, because am a quick learner. I can assure you that I can work in farm, construction, maintenance, warehouse, forests, etc, due to my flexibility. Please review my resume attached. Feel free to contact me via email or phone call if I can be of any further service. Thank you for taking your time to consider my application and look forward to hearing from you.

Latest Company

The Judiciary, Uganda

Telephone No	+256774558547
Address	The Judiciary, P.O. Box 7085, Kampala or Adjumani Magistrate's Court, P. O. Box 53, Adjumani
Date Of Join	2020-01-17
Last date at Job	

EXPERIENCE CERTIFICATIONS

Certifications

Appointment as Court Clerk/interpreter

Recommendation letter 1

Recommendation _

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.