

CURRICULUM VITAE

UAANAO KATJINJAA

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Personal Statement

Committed individual willing to learn from more experienced personnel. Comfortable working in large scale environments and possesses comprehensive understanding of venture management principles. Capable to actively participate in business case study analysis and research projects; skills gained in team and group work at college.

Academic Background

Candidate for MSc. Integrated Environmental Management and Sustainable Development (2024)

(International University of Management)

- Environmental Impact Assessment
- Ecosystem Management and Conservation
- Research Methodology
- Environmental Legislations
- Mini Dissertation: *An Assessment of the Factors Affecting Sustainable Entrepreneurship Development in the Renewable Energy Sector in Windhoek, Namibia*

Bachelor of Business Administration- Entrepreneurship and Enterprise Development (2018)

(University Of Botswana)

- Strategic Management
- Management Consulting
- Business Plan Development
- Research Report: *An Assessment of Trends in Entrepreneurial Behavior of the Youth in Gaborone, Botswana*

Competencies

- Good Verbal and Written Communication Skills
- Microsoft Office (Word, Excel, PowerPoint)
- Report Preparation
- Data Collection and Analysis

Experience

Administration and Accounts Clerk- Chemspec Botswana- 2018-2019

- Receive and process invoices, expense forms
- Request for payments and handle KYC documents
- Handle daily banking reconciliation
- Attending emails and customers' enquiries

Junior Environmental Specialist SS- Consultants cc-2024

- Compilation and review of Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP) report
- Compilation of Environmental Clearance Certificate application
- Conduct public consultation and engagements with stakeholders
- Environmental Audit Compliance on various projects

Activities and other

- Participant in Tertiary Training Education Students Dialogue and Training on the Three Rio Conventions; Network and Learning Workshop (UNDP,2022).
- Business incubation and implementation through a small enterprise project; Creation of a mobile application (AccomoMe) with a database that links landlords to suitable tenants. (Global Business Labs, 2018).
- Article on Women Empowerment through Beauty Pageants (The Ngamitimes Newspaper, 2017).
- Documentary on Pursuit of Happiness (Media Studies, University of Botswana, 2016).

References

Mr. Sioni Iikela

Faculty Dean

Int. University of Management

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Ms. Jacqueline Hehir

Director

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Mr. Silvanus Shigwedha

Managing Member

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