

LAKARABER EVE ANYINE

Phone: 0708580714 / 0779996774

Email: lakarabereve@gmail.com

Address: Kulambiro

PROFESSIONAL SUMMARY

Highly motivated, results-driven professional with 3 years of expertise in management, strategic planning, and client relations. Recognized for my ability to lead teams, meet targets, and foster positive client relationships, I bring a proactive approach to supporting business goals. Skilled in strategic thinking, communication, and operational efficiency, I am passionate about Human Resource Management and eager to contribute to a forward-thinking organization.

CORE COMPETENCIES

- Leadership & People Management
- Strategic Planning & Problem Solving
- Client Relationship Management
- Operational Efficiency & Data Management
- Communication & Interpersonal Skills
- Basic IT & Administration

PROFESSIONAL EXPERIENCE

Human Resource Manager

Lafab Solutions – Kampala, Uganda | 2025 – Present

- Spearhead recruitment processes for internal staff, external clients, and the maids business unit.
- Draft job descriptions, employment contracts, and HR policy documents for various departments.
- Coordinate weekly reporting and data collection across teams using digital tools for smooth workflow.
- Support onboarding, training, and performance tracking to ensure team alignment and growth.
- Manage staff records, leave tracking, and handle conflict resolution when needed.

Human Resource Manager and Finance Assistant

Kampala Paramedix Institute

- Coordinating candidate interviews and assessments.
- Maintaining accurate and up-to-date employee information.
- Assisting with employee dispute resolution.
- Management of employees benefits and payroll.
- Filing taxes like PAYE and NSSF.
- Drafting appointment letters.
- Drafting Human Resource documents.

Human Resource Intern

Uganda Police Headquarters, Naguru | September – December 2023

- Managed data entry within the Human Resource Information System (HRIS), enhancing data accuracy.
- Assisted in employee verification processes, supporting compliance and record-keeping standards.
- Operated office equipment to streamline administrative processes, increasing productivity.

Achievements: Developed skills in confidentiality, document auditing, and problem-solving, improving HR processes and fostering a collaborative environment.

Vice President for Talent Management

AIIESEC, Uganda Christian University | 2024 JANUARY – 2025 DECEMBER

- Led talent acquisition strategies, increasing qualified applicants by 50% through innovative campaigns.
- Developed and implemented training programs to enhance members' leadership and professional skills.
- Conducted regular member check-ins, aligning efforts with organizational goals and promoting inclusivity.

Achievements: Gained skills in strategic planning, interview techniques, and team productivity tracking, contributing to AIIESEC's talent pipeline growth.

Retail Shop Manager

Buddo Kisozi

- Oversaw procurement, inventory management, and budgeting, ensuring effective stock control.

Achievements: Enhanced client relationships through exceptional customer service, driving repeat business.

Secretary

Trinity College Nabbingo UCU Chapter | 2024 – 2025

- Organized meetings, drafted agendas, and maintained accurate records, ensuring effective communication.

EDUCATION

Masters of Business Administration- Uganda Management Institute | 2025-2027

Bachelor of Human Resource Management – Uganda Christian University | 2021 – 2024

Para Counseling Certificate

UACE Certificate – Trinity College Nabbingo | 2019 – 2021

UCE Certificate – St. Lawrence College Paris Palais | 2018

PLE Certificate – Hormisdallen Primary School Gayaza | 2011 – 2014

ADDITIONAL SKILLS

Languages:

- English: Fluent
- Luganda: Good
- Kiswahili: Fair

Technical Skills:

- Proficient in MS Office Suite, data entry, and HR Information Systems.

Interpersonal Skills:

- Conflict resolution, strategic planning, and customer service.

INTERESTS

Reading novels, charity work, and spending time with family and friends

REFERENCES

Ms. Mukhwana Colette Donata

HR officer

Email: donatacolette@gmail.com

Tel: +256702277507

Mr. Tugume Stephen

Director Kampala Paramedix Institute

Tel: +256 702 717910