



Stella Nantongo

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Objective

Self-motivated individual looking to use Communication,technical and customer service skills of 3years to support coworkers and clients as an office assistant with a company that requires exeptional interpersonal skills and builds clerical knowledge.

Experience

- **Mukwano group of companies** 2016 - 2019
Office assistant
- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

Education

- **St kizito buwama high school** 2005-2007
General studies
Uganda Advanced Certificate of Education
- **St kizito buwama high school** 2000-2004
General studies
Uganda Ordinary Certificate of Education
- **Kyambogo university** 2012
Education
Second class diploma in education

Skills

- *Answer phone calls. * Communication skills * Messages taking * Client relations. * Computer skills * Problem solving skills *Organisational skills *Forwarding phone calls *Leadership skill *Time management skills

Reference

- **Geofrey kalule - "Mukwano group of companies"**
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