

# CURRICULUM VITAE

## PERSONAL DETAILS:

Name : **NALUGO NUULU**  
Mob Number : +971 527370157  
WhatsApp No : +971 544778796  
E-mail : [noornalugo960@gmail.com](mailto:noornalugo960@gmail.com)  
Nationality : Ugandan  
Sex : Female  
Marital Status : Single  
Language : English, Arabic  
Date of birth : 23/07/1996  
Current location : Dubai – UAE



**POSITION : RECEPTIONIST**

## CAREER OBJECTIVE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where am encouraged and permitted to be an active participant as well as vital contributor on development of the company.

### SKILLS:-

- ❖ Very Energetic result oriented and organized
  - ❖ Physical mobility and Stamina to do all tasks.
  - ❖ Extremely hardworking self motivated and able to work independently in a team environment under supervision.
- Keep excellent inter personal relations with colleagues and ready to help them.

## WORK EXPERIENCE

- **Company : Fernek Facilities company team leader**
- **Position : Housekeeping Team Leader**
- **Duration : Since January 2020 to January 2022**

## DUTIES AND RESPONSIBILITIES

- ✚ Ensure housekeeping staff deliver cleaning services safely and in accordance with specific task instructions by their supervisor. Manage work assignments are completed within the specified time frame.
- ✚ Ensure that housekeeping staff wear Personal Protective Equipment (PPE) as instructed and work assignments are completed in a safe manner.
- ✚ Ensure relevant community rules are completely understood and brief the same to staff on daily briefings. Maintain discipline of all housekeeping staff within remit and area of responsibility.
- ✚ Pro-actively support HK operations at specific locations. Communicate with all HK staff on all business-related information and operational related matters.
- ✚ Support health and safety coordinators at site level ensuring all housekeeping staff are fully conversant with the dangers of their role and specific tasks.

## WORK EXPERIENCE

- **Company : Safeer Al Bahar Abu Dhabi - UAE**
- **Position : WAITRESS**
- **Duration : 2018 TO 2019**

## DUTIES AND RESPONSIBILITIES

- + Provide excellent customer services
- + Always strive towards best customer satisfaction
- + Greet customers and present menus
- + Make suggestions based on their preferences
- + Take and serve food/drinks orders
- + Up-sell when appropriate
- + Arrange table settings
- + Keep tables clean and tidy at all times
- + Check products for quality

- **Company : Sports Betting Africa**
- **Position : CASHIER**
- **Duration : 2016 TO 2017**

## DUTIES AND RESPONSIBILITIES

- + Receiving Calls
- + Meeting & greeting clients
- + Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register.
- + Typing preparing and collating reports
- + Enters price changes by referring to price sheets and special sale bulletins.
- + Discounts purchases by redeeming coupons.
- + Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers filling
- + Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.
- + Providing customers service and providing excellent first impression.

## EDUCATION AND TRAINING QUALIFICATION

- ✓ **I have an Executive Secretarial Management certificate**
- ✓ **High school certificate**

## PASSPORT DETAILS:

- **Passport No** : A00295746
- **Date of Issue** : 16/11/2020
- **Date of Expiry** : 15/11/2030
- **Visa Status** : Canceled Visa

## Declaration:

I hereby declare that the information is true to the best of my knowledge and belief and nothing has been concealed or distorted.

**NALUGO NUULU**