

CURRICULUM VITAE

Contact Information

Name : SSENNOGA SIRAAJI
Date of Birth : 23 March, 1996
Nationality : Ugandan
Location : Ajman, Dubai UAE
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Personal Profile Statement / Career Objective

An enthusiastic, hands-on and self-motivated Office Assistant who is able to spot when something needs doing and then do it. Sirraaji is a wordsmith extraordinaire, a real stickler for grammar who can produce top quality correspondence. He is willing to pick up a variety of different jobs, and do them all with a big smile. On a personal level he is an excellent communicator who is comfortable working with a variety of different people. Right now he would like to join a company where the culture is to reward and recognize individuals who work hard and succeed.

Employment and Work Experience

AL-HAQ EDUCATIONAL CONSULT - Uganda

OFFICE ASSISTANT 2017 – 2020

Responsible for the smooth, efficient and professional running of not only the main office area but also the front desk reception as well.

Duties:

- Writing blog posts on the company website and contributing to other social media projects.
- Meeting, greeting and talking to visitors at all levels of seniority.
- Maintaining hard copy files of all correspondence with clients.
- Ordering taxis and couriers and other external services for senior managers.
- Answering all incoming calls and then transferring them to the relevant person or department.
- Recording accurate financial and expense spreadsheets.
- Providing administrative support to the management team.
- Taking on small administrative projects within different areas of the company.
- Sitting in on meetings and taking notes.
- Taking ownership of requests for information and dealing with them.
- Using specialist office software to process information.

Skills

KEY SKILLS AND COMPETENCIES

- Having a genuine interest in other people and a willingness to help.
- Previous working experience of using computerized systems including payroll, and point of sale systems.
- Answering telephone calls politely and professionally.
- A good all-round working knowledge of Microsoft Office.
- Accurate typing and literacy skills.

PERSONAL SKILLS

- Accuracy
- Honest
- Reliable
- Good Communication Skills
- Passionate
- Forward thinking
- Focused
- Hard working

Education

Bachelor of Science : Information Technology – 2015

Islamic University in Uganda, Uganda - (University Graduate)

Certifications

Cisco (CCNA) Routing and Switching (certificates) : Introduction to Networks, Connecting Networks, Scaling Networks, Routing and Switching Essentials.

Languages References

- English - Excellent in speaking, reading, writing, listening and comprehending
- Arabic - Excellent in reading, writing, listening and comprehending

References

Available upon request