**Curriculum vitae**



**Position Desired: RECEPTIONIST**

**Personal Profile**

Date of Birth : Oct 16th 1988

Civil Status : Married

Gender : Female

Visa Status : Employment Visa

Nationality : Ugandan

Language : English

Passport No : B0903303

**Objective**

I am looking for a challenging position in an organization, where I can contribute for the growth and success of the company by carrying out assigned duties responsibly, effectively and efficiently and add values to the current services offered to clients.

**Professional Experience**

**GEMS Wellington academy – silicon oasis, dubai april 2019 to date**

**position: support staff**

**job responsibilities:**

* Providing Administrative Support to the Examinations Officer
* Handling Children carefully and maintaining their safety on the bus.
* Ensure that students are picked up and dropped off at the designated points in school and at home
* Take daily attendance of students and give report to foreman.

**Star Pharmaceuticals Ltd, Kampala, Uganda Mar 2013 – Nov 2018**

**Position: Administrative Assistant**

**Job Responsibilities:**

* Providing secretarial and administrative support to the General Manager
* Managing the General Manager’s Calendar and Appointments
* Telephone correspondence within and outside the Company.
* Making Travel Arrangements for company visitors and staff such as, hotel reservations, Visa and Flight Bookings.
* Maintaining up to date documentation within the Company filing system.
* Drafting e-mails, company formal letters, Memos and reports.
* Printing any supplementary notes as required
* Supervising subordinate staff

**Educational Qualification**

* bachelors of psychology

College of Humanities, Makerere University - Uganda

* Completed Secondary School

**Skills and Strengths**

* Excellent Knowledge of Computer Applications
* Excellent organizational skills and confidentiality
* Good interpersonal and communication skills
* Confident and Self motivated
* Be able to work individually or as a team with or without supervision
* Flexible and adapt to different working environment quickly

**References:**

Can be provide on request

**Declaration**

I declare that the information provided above is true and correct to the best of my knowledge.

DIANA NAKIJOBA