

KYARISIIMA ANNET

Address: Bur Dubai. Phone. +971 52 698 9401.

Email: Annet.nzaro@gmail.com

OFFICE ASSISTANT

PERSONAL SUMMARY

An enthusiastic, hands-on and self-motivated Office Assistant who is able to spot when something needs doing and then do it, a real stickler for grammar who can produce top quality correspondence. I am willing to pick up a variety of different jobs, and do them all with a big smile. On a personal level am an excellent communicator who is comfortable working with a variety of different people.

WORK EXPERIENCE

SHAMA AL GHAZI

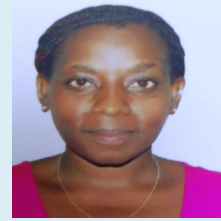
Responsible for the smooth, efficient and professional running of not only the main office are but also the front desk reception as well.

Duties:

- 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 manager.
- Answering all incoming calls and then transferring them to the relevant person or department.
- Providing administrative support to the management team.
- Sitting in on meetings and taking notes.
- Using specialist office software to process information.

COMPUTER LITERACY

- Proficient in Microsoft office applications.
- Multi-tasking



ACADEMIC QUALIFICATIONS

DIPLOMA IN MASS COMMUNICATION AND JOURNALISM.

UMCAT SCHOOL OF JOURNALISM
(2017-2018)

AREAS OF EXPERTISE

- Producing reports
- Administrative procedures
- Bookkeeping duties
- Multi-tasking

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Time management

PERSONAL DETAILS

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LANGUAGE: English
NATIONALITY: Ugandan
GENDER: female