**CURRICULUM VITAE**

#  FRANK SSEBUUFU

**Contact MeBio - Data**

+971 58 228 8610Date of Birth :09/10/1996

Nationality : Ugandan

 franksky300@gmail.comGender : MaleVisa

 Status : Visit Visa

 Dubai - UAE Passport No : A00277051

**POSITION : OFFICE ASSISTANT**

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Skilled and knowledgeable in typing, has excellent installation and troubleshooting abilities and advanced knowledge of computer typings. Possesses excellent oral and written communication skills. I have skills in Computer M-S Office Systems / Programmes and 2 years of experience working with elementary students and teachers. Good in **Microsoft Office : Word, Excel.. Et.c**

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**LOCATION :**  **KAMPALA - UGANDA**

 **POSITION : Typist**

**DURATION : 2 Years**

## Duties & Responsibilities

Prepare initial title report and provide underwriting interpretation within established guidelines

Communicate with examiners and underwriters to create and revise reports

Operate proprietary software to prepare reports

Type and process standard documents

Proficient with company operating systems

Research and resolve issues such as missing information, incomplete, inaccurate or contradictory information contained in the title documentation

Enter corrections and revisions

Instructed some students in the computer lab.

Develops and creates new techniques and forms in order to enhance word processing procedures

Work on databases type up case file information and input related documents

Checks, copies and obtains files in order to assist staff

Plans and executes columnizing, merging, layout and assembly of text in order to format documents and announcements

Answers telephone, greets visitors, opens and sorts mail, prepares vouchers and files materials in order to assist with other clerical duties as necessary

Responsible for basic workstation troubleshooting and maintenance of Macintosh systems

##  Professional Skills

Extensive knowledge of computers and software applications Ability to teach basic computing skills to teachers and students.

Knowledge and ability to use proficiently standard office computer software, including word-processing, databases and spreadsheets

Ability to effectively communicate by telephone, face to face, email and written, and the ability to work within a team

Attention to detail with a commitment to high quality and accuracy

Ability to engender and maintain trust and confidentiality in the provision of administration support

Good written and spoken English

Ability to use email and Internet applications

Well-developed organization and time management skills, and the ability to work on own initiative, accurately to tight deadlines, and to prioritize between conflicting demands

Well-developed skills and knowledge of English typing

Ability to communicate clearly and concisely with people at all levels both internally and externally

Ability to translate simple documents into English

##  Personal Skills

Empathy

Adaptability.

Ability to Use Positive Language.

Clear Communication Skills.

Self-Control.

Taking Responsibility.

Patience.

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High School - Diploma

##  \* Language

English

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Available Upon the Request

##  Declaration

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I certify that to the best of my knowledge and belief, that the data provided correctly describe me, my qualifications and my experience.

#  FRANK SSEBUUFU