



MMEEME HASFAH BUKIRWE

NATIONALITY: UGANDAN

ADDRESS: ADUBHABI, DUBAI UAE

MOBILE, +971544774698

mmeemehasfash@gmail.com

CAREER OBJECTIVE

To obtain a position of a banking officer, sales representative, customer service, administration assistant and office girl in which I have more than three years of domestic and four years in UAE experience and leading highly successful new business relation initiatives: always making sure that the client leaves with a smile, proven record of successful customer service management, detailed expertise in international operations/administrative management industries and technical skills and computer skills, working under minimal supervision. Am an accountant by profession holding a bachelor's degree.

CAREER SUMMARY

Results oriented leader offering sales to banks and annual international exhibitions i.e. Dubai middle east expo, recognized for successful business tactics and strategies, demonstrated management expertise while implementing initiatives to meet company objectives and contributing to bottom line. Expert in the design delivery of long term, high performance client base and smooth administrative environment to address complex business. Exceptional leadership skills, tested and proven in diverse environments; ability to conceptualize solutions to abroad spectrum of management challenges.

- Research analysis
- Client relationship management
- Global sales and marketing
- Operations management
- Administrative management
- High level of relationship management
- regional leadership
- workflow management

- strategic planning/cooperate development
- Business opportunity assessment
- Organizational management
- Documentation and control

EMPLOYMENT EXPERIENCE

- **5YEAR WORKING IN EXPERIENCE IN UNITED ARAB EMIRATES. (2014-2016)-(2020-2022)**
 - Customer service/guest relations
 - Pride microfinance ltd
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- Providing the administrative support and for accurate and smooth information flow between customer and all departments.
- Help in issuing of ATM cards, financial cards, and teaching them how to use ATM cards.
- Help client in filling in forms for account opening and loan applications.
- Help clients in accounts opening

Sales representative

2016-2018

Pride microfinance ltd, platinum credit Uganda ltd, Dubai and middle east expo.

- Responsible for identifying customers need, and providing them with the services needed to solve their problems.
- Responsible for providing and exceeding customer expectations through a high quality and a standard of service.
- Prepare proposals where necessary and facilities show rounds with potential clients to show them the facilities.
- Target regional clients, tell them about the company's products, the quality and procedures needed to get the service and then making sure that I make a scale by closing the deal.

Casher/sales personnel

2013-2016

Hwan Sung furniture, Kampala-Uganda

Managed cash transactions and issuing of receipts to clients at the company branch.

In charge and responsible of directing clients on specific quality products that would meet their expectations and needs.

Educational and credentials

Bachelors, accounting and finance (Kyambogo University)

Certificates

- Certificate bachelors in accounting and finance
- Certificate UACE high school
- Certificate of UCE O level

Achievements

- Awarded as the one of the best sales representative at pride microfinance.
- Was also able to use to satisfy the customer needs basing on the organization goals and objectives.

Computer skills

- Tally
- Quick books
- Microsoft word, Microsoft excel, power point

Languages

- English(fluent)
- Arabic(basics)

Professional references

Available upon request

