

	Curriculum Vitae	
	Career Objective	
	A hardworking, organized, dependable, sociable, openness and highly motivated qualities are attributes to my ability to associate well with people of different cultures, beliefs and personalities.	
	Educational Background	
	<ul style="list-style-type: none">❖ Certificate in Customer service❖ Bachelor's Degree in Business Administration❖ A level certificate❖ O level certificate	
	Professional Development	
	<ul style="list-style-type: none">❖ Specific important communication skills (customer handling)❖ Team player❖ Transferable skills	
	Work Experience	
	<p>RECEPTIONIST / OFFICE ASSISTANT AT BUGANDA KINGDOM, KAMPALA, UGANDA, 3 Years</p> <p>ADMINISTRATIVE ASSISTANT STAWA COMMUNITY COLLEGE, KAMPALA, UGANDA, 2 Years</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none">❖ Greeting visitors, conducting tours as needed❖ Picking up calls and making phone calls to clients.❖ Responding to clients through email on the statuses of their packages.❖ Coordinated the customs clearance process with my colleagues at work.❖ Coordinated with the courier department to deliver clients packages to their doorsteps.❖ Help in problem solving for clients with difficulties i tracking the status of their packages.❖ Provide clients with information about the services provided by the company in terms of imports, exports, calculation of taxes and duties through calls and also to walk in clients❖ Doing general cleaning of the office including all furniture❖ Maintaining the Pantry plus its supplies.❖ Handling daily staff scheduling.❖ Maintaining stock of office stationery❖ Running office errands as required❖ Maintaining files and folder both physically and electronically	
	<p>CUSTOMER CARE ATTENDANT AT CINEPLEX CINEMA, KAMPALA, UGANDA, 2 YEARS</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none">❖ Prepared and served various products items to customers❖ Welcomed patrons with a pleasant and hospitable disposition❖ Provided customer service in ticket sales❖ Maintained a clean and sanitary workspace and facility❖ Coordinated with others to accomplish efficiency and organization❖ Cleaned the complex from food areas to theaters ensuring sanitary conditions❖ Ensured public safety of customers ushering to seats and escorting unruly guests out of the facility❖ Greeted guest and provided them with information based on their movie, also informing the guest	

Personal Profile

Name : Azidah Nabbengo

Sex: Female

Nationality: Ugandan

Visa : Visit Visa

Date Of Birth: 13th.11.1984

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Languages

- ❖ English

Referees

Available upon request

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KEY SKILLS AND COMPETENCIES

Professional

- ❖ Interpreting administrative and operating policies and procedures.
- ❖ Handling confidential information in the correct manner.
- ❖ Superb typing skills.
- ❖ Knowledge of how to use office based computers and software.
- ❖ Setting up filing systems.
- ❖ Enforcing administrative policies in the workplace.
- ❖ Excellent proofreading and grammar skills.

Personal

- ❖ Customer service mind-set.
- ❖ Able to work without supervision.
- ❖ Always listening to the views and opinions of others.

Computer skills:

- ❖ Microsoft office word
- ❖ Microsoft Excel
- ❖ Internet browsing and Emails

Competences

An Outgoing and articulate communicator with strong persuasive, writing, and presentation skills; ability to develop Strategic plans, sound judgments and compelling arguments; Exceptional interpersonal skills and maintenance of relationships at all levels; Effective working both independently and as part of a team; able to efficiently handle the demands of multiple projects in detail.

Projects

Volunteering at Nature Uganda as an Active member

Hobbies

Meeting new people, Reading and sports