



FALHAH ALI

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Email: alifalha35@gmail.com

Address: Dubai, UAE (Husband visa)

Nationality: Ugandan

Age: 25

Profile

A multicultural individual with expandable skills and the ability to adapt in dynamic environments. Proficiency at grasping new technical concepts quickly and utilizing in a productive manner.

Skills

Customer Service ●●●●●

Administration ●●●●●

Teamwork ●●●●●

Microsoft office ●●●●●

Problem solving ●●●●●

Languages

English ●●●●●

Swahili ●●●●●

Arabic ●○○○○

Experience

Receptionist

Sebagala holdings

2018 - 2019

- Organized files and records by following set record-keeping procedures and ensure that they are kept confidential.
- Maintained both hard and soft copy filing systems.
- Scheduled meetings and appointments and ensured that they were timely followed-up on
- Answered calls and redirecting to the correct person and also greeted, welcomed clients.
- Handled incoming and outgoing mails and emails.

Education

BSC in information technology,
Islamic University in Uganda,
2016-2019.

Uganda Certificate of Education,
Mbogo High School,
2010 -2015.

Interests

Charitable work.

Travelling.

Fashion and Design.

References

Mr.Ngabolho Amri,
Head of ICT,
Islamic University in Uganda,
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