

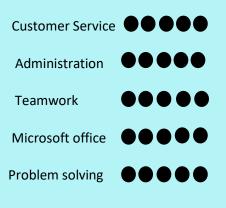
FALHAH ALI

Telephone: +971 50 7269798 Email:<u>alifalha35@gmail.com</u> 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



Languages

English	$\bullet\bullet\bullet\bullet\bullet\bullet$
Swahili	$\bullet\bullet\bullet\bullet\bullet\bullet$
Arabic	•0000

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, +25677802364 amri@iuiu.ac.ug