

**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:259449**

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secretarieat, receptionist/ dataentrant , it teacher

personal summary

ateam player withexcellent communication skills,qualified to adiploma level in computer science patriculaly informations technology,possessing valuable experience of workingfor more then 2 years in africa and 1 year in unitedd arab emirates. Winnie is more knowledgeble with most of the computer applications from micro soft office word among others. Am passionate about providing first class work to clients with ahigh speed in both typing and writing as far as english is concrened undre companies suppervision. Having an enthusiastic and working hard to ensure that good work is demonstrated across all areas of the company from planning quality activites to communicating with all the clients and liasing with other staff members of the company.presently looking for ajob that suits my accademics in your company that offers great traing and long term career development opportunities.

Career history.

Currently working at childrens kingdom nursey school under shikh mohammed center for cultural and understdings in jumeira dubai 16th may 2015 untill present.

Ndejja university secretariant company january 1st 2013 uganda.

Assisting qualified skilled compuerists in providing high quality work to the studients.

Duties

Maintaing the office equipments together with record keeping of the studients examination results.

Finding ways on how to stimulate the studients performance.

Supporting others in their fields of work.

Helping in updating the machines ans cleaning then.

Following and implimenting the policies laid out by the company.ensuring that all dairy routines are adhered to. Occationall having to lockup and unlock the companies premises.

Educational qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| name of the university attende | year attende | country | level |
| namasuba colledge of commerce | 2010- 2013 | uganda | advanced diploma in communications technolgy |
| victoria high school | 2009 | uganda | unversal advanced certificatein education |
| namungoona high school  | 2007 | uganda | universal certificate in educations |

key skills and compentencies

typing using micro soft office and other applications

comprehensive knowledge and understanding about computer languages having knowledge and understandig about new techinics

working with motived companies.

Personal attributies

Excellent commuincation skills verbally and writtten.

Greatly enjoy doing my work when serving customers.

Possessing aresposible, patient and can do attitude.

Able to work as part of the team.

Having capacity of motivation.

Having faster knowedge and under stanstanding.

Proffessional

Able to ensure confidentiality at all times

Have an understanding of equal opportunities

Languages

English: can speak,hear and write execellently.

Arabic: can hear but little speaking.

Hobbies

Friendly to all nationalities

Love speaking different multi languages.

Have love with my work.