**Mbabazi**

**Mbabazi.357124@2freemail.com**

**Summary**

Hard working business professional with over 7 years’ experience in retail and Office administration . Currently working for Royal Bank of Scotland as office assistant whilst also working at Marks and Spencer as a part-time sales assistant. Currently seeking a new office assistant opportunity. I have a passion for my work and personal integrity and shall dedicate myself to the job at hand.

**Key Skills**

* Customer Service – Supporting customers with their purchasing decisions
* Office Administration – Supporting in the daily running of a busy office
* Supervising Others – Ensuring cleaning staff keep office cleanliness to the highest standards

**Employment History**

RBS Middle East & Africa –Office assistant (April 2014 – Present)

Responsible for supporting with the smooth running of the RBS office at Emaar Square Dubai.

Responsibilities

* Greeting customers as they arrive at the office for meetings
* Handling calls that come in to reception at the office
* Managing the office petty cash
* Supervising the cleaning staff ensuring weekly reports are prepared
* Assisting Office Manager with ad hoc tasks
* Managing the receipt of office invoices

Marks and Spencer Stores – Sales Assistant Dubai-part-time (April 2014 – Present)

Responsible for assisting clients with their purchase decisions at Marks and Spencer Mall of the Emirates

Responsibilities

* Assisting clients in the fitting rooms and making purchase decisions
* Managing items, replenishing stock on the floor and tagging items
* Helping customers to find items that match their requirements

Oman Ladies Shop – Sales Assistant Oman (Jan 2012 – Feb 2014)

Responsible for assisting clients with their purchase decisions at Oman Ladies Shop

Responsibilities

* Assisting clients in the fitting rooms and making purchase decisions
* Managing items, replenishing stock on the floor and tagging items
* Helping customers to find items that match their requirements

Research Triangle Institute, Uganda – Office Assistant (2009 – 2011)

Responsible for supporting with the smooth running of the Triangle Institute Office

Responsibilities

* Handling payments for workers
* Organising meeting rooms and handling office calls
* Monitoring attendance
* Handling office calls

Boda Boda Micro Finance Limited Uganda, – Office Manager (2006 – 2008)

Responsible for supporting loan sales

Responsibilities

* Handling loan repayments
* Acquiring clients
* Signing documents for clients
* Processing loans for clients

American Embassy Supermarket Uganda – Sales Assistant (2004– 2005)

Responsible for advising customers on products and maintaining stock

Responsibilities

* Checking product expiry dates
* Arranging products in their respective orders
* Advising customers on different products and uses

**Education**

Makerere University Business School, Uganda, Diploma Business Administration, 2006

St Joseph’s Kigando, Uganda, Advanced Certificate of Education, 2003

Comprehensive High School Bajja, Masaka, Uganda 2001

**Other Information**

Date of Birth: 11/6/1984

Marital Status: Married

Outside Interests:Reading news papers

**References**

References to be provided on request.