

**OBJECTIVE:**

Seeking any suitable position with reputed organization, where I can use my skills for the betterment of the organization and self.

**WORK EXPERIENCE**

***UGANDA RED CROSS SOCIETY***

**Office Admin (FEB** 2012 – DEC 2016)

***UAP INSUARANCE-MUKONO BRANCH***

**Office Assistant (**2011– 2012)

**Responsibilities:-**

* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
* Maintain electronic and hard copy filing system
* Open, sort and distribute incoming correspondence
* Perform data entry and scan documents
* Manage calendar for Managing Director
* Asist in resolving any administrative problems
* Run company’s errands to post office and office supply store
* Answer calls from customers regarding their inquiries
* Prepare and modify documents including correspondence, reports, drafts, memos and emails
* Schedule and coordinate meetings, appointments and travel arrangements for Managers
* Maintain office supplies for department.
* Handling all brokerage calculations including normal commissions, loyalty program & any special promotions for agents.
* Collecting Tax registration certificates from Agents & updating VAT details in system.
* Preparing & collecting indemnity letters from Agents who are not Tax registered.
* Preparing & collecting invoices from Agents before releasing commissions.
* Assisting the admin manager in performing the office work.
* Responsible for managing the dealers, and suppliers.
* To manage the inventories and issuance.
* Responsible to check the availability of the stationary and their ordering.
* Checking the receivables with the bills.
* Responsible for managing the bill payment of suppliers.
* To check the working of the technical assets of the company.
* Responsible to get repairs the equipment in case of not working.
* Coordinates with the departmental heads for their requirements.
* Fix up the meetings for seniors
* To arrange the accommodations for guest of the company.

***ACADEMIC QUALIFICATIONS***

* Bachelor’s Degree in Community Based Rehabilitation
* High School certificate

**REFERENCES** – Available on request.

**ACADEMIC QUALIFICATIONS**

* Bachelor’s Degree in Community Based Rehabilitation
* High School level

**REFERENCES** – Available on request.

**ADMINISTRATIVE ASSISTANT**

**KAWALYA**

***Personal Details***

*Email:* kawalya.380730@2freemail.com

*Visa Status: Visit Visa*

*DOB: 02rd /05/1986*

*Nationality: Ugandan*

*Language: English fluent*

***Areas of Expertise***

* *Team work*
* Observant
* *Routine checkup*

***Key Skills***

* Excellent Computer skills
* Have a meticulous and efficient work ethic.
* Attention to detail
* A good team player.
* Willing to work overtime at short notice.
* Able to work shifts.
* Flexible schedule
* Reliable