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**Tushabe**

**E-mail:-** [*tushabe.381109@2freemail.com*](mailto:tushabe.381109@2freemail.com)

**Dubai, UAE**.

**OBJECTIVE**

* . A committed and self-motivated person with excellent communication skills. Seeking a long term career position a prop-Essie organization where my personal capacity would enable me to make a significant contribution to the progress of the organization

**Personal Details**

* **Date of Birth** : 12/06/1990
* **Nationality** : Ugandan
* **Sex** : Male
* **Religion** : Muslim
* **Marital Status**  : Single
* **Visa Status** : Employment
* **Languages Known** : English

**Education**

Bachelors degree of information systems

**Experience**

* **02 years experience at AIG UGANDA**

**Position**: **Administrative assistant**

**Roles;**

* + - Welcoming visitors by greeting them in person or by phone answering or referring inquiries
    - Coordinate with and report to senior management in the company.
    - Scheduling meetings and appointments.
    - Contributing to team effort and accomplishing results as needed.
    - Contributing and discussing on decision making in the company
    - Handling customer complaints
* **02 years experience at** **Fluor LOGCAP (AFGHANISTAN)**

**Position: Receptionist/customer service**

**Roles:**

* + - Welcoming visitors by greeting them in person or by phone
    - Handling inquiries and referring customers to the handling department
    - Coordinate wit and report to senior management in the company.
    - Scheduling meetings and appointments
    - Timing and scheduling employees daily attendance
* **02 years experience at** **Break media UAE(Dubai- production city)**

**Position**: **Administrative receptionist**

**Roles:**

* + - Welcoming visitors by greeting them in person or by phone
    - Scheduling meeting and appointments
    - Contributing to team effort and accomplishing results as needed..
    - Timing and handling employees attendance.
* **01 years experience at** **Right bite catering services**

**Position**: **Receptionist/customer service**

**Roles:**

* + - Checking inventory.
    - Handling purchases and returns.
    - Keeping records and maintaining the image of the company.
    - Attending to vendors and customers to make sure their needs are satisfied.
    - Managing cash and payment systems in accordance with company procedures and policies.
    - Handling customer complaints

**General Skills**

* Able to communicate with members of the public and work colleagues.
* Able to work well under pressure and in a busy environment.
* Good management and organizing skills.
* Effective business communication skills.
* Good Communication And Leadership Skills
* Sincere and Hard Working
* Ability to handle extreme situation
* Quick learner.

**Interest & Hobbies**

* Reading books, making friends, listening music, watching movies, learning new skills.

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