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**Tushabe**

**E-mail:-** *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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