**Nabaali**

**Email:** nabaali-395072@2freemail.com

**Bio Data**

Visa: Visit

Nationality: Ugandan

**Personal statement**

Am a truthful, trustworthy and obedient person. Am a fast learner with good leadership skills, am cooperative and can work under minimum pressure and supervision.

**Experience**

**Waitress**

2017 – 2019

**Duties**

* Responsible for taking orders and serving food and beverages at clients’ tables in the dining.
* Checking with customers to make sure that they are enjoying their meals and take action to correct any problems.
* Communicate with customers to resolve complaints and ensure satisfaction.
* Greet customers with a smile and welcoming them to the restaurant.
* Taking payments from customers.
* Clear and clean tables after customers have eaten.
* Presenting the menu to the guests.
* Cashing out the bills.
* Ensuring that there is proper set up of the tables for both lunch and dinner.
* Wiping of the cutleries and plates.
* Fare welling guests.

**Office Assistant/Administrator and Receptionist**

2015 - 2017

**Duties**

* Attending to clients.
* Receiving and recording office documents
* Sending and receiving emails
* Printing documents.
* Issuing receipts and invoices to clients
* Typing work as required

**Sales Person, Office Assistant and Secretary**

2010 - 2013

**Duties**

* Office secretary
* Attending to customers
* Providing printing services for customers.
* Records keeping and maintenance
* Photocopying and printing services.

**Educational Details**

2013-2016 Kyambogo University Bachelor of Information Technology & Computing

2011-2012 Mbogo High School Uganda Advanced Certificate of Education (UACE)

2007-2010 Mbogo High School Uganda Certificate of Education (UCE)

**Professional Trainings**

* ITtraining(Specialising in Microsoft packages)
* Such as Microsoft word, Excel database, Data entry, & key board skilled.

**IT& Other Skills**

* Key Skills Information & communication technology
* Health & Safety trained and certified
* First Aid trained and Certified

**Declaration**

I, ***Nabaali,*** declare that the information given above is true