



# NANZIRI MARGARET SSEREMBA

## SUMMARY

Experienced and motivated secretary with seven years experience providing administrative support, highly organized and efficient, with commitment to providing excellent customer service.

## WORK EXPERIENCE

### Office Support Assistant – ALREYADA MEDICAL CENTRE – 2022 to 2024

- Welcomed and greeted visitors/patients in a friendly manner, answered and redirected calls, took and delivered messages.
- Assisted with organizing and maintaining office supplies, files, and records, ensuring seamless operations and efficient workflow.
- Developed and implemented improved office procedures resulting in increased productivity and reduced downtime.
- Acted as a first point of contact for internal and external entrants, effectively handling inquiries and resolving issues.
- Collaborated with colleagues to effectively plan and execute office events, fostering a positive work environment and enhancing team morale.

### Office Secretary – USHINDI SACCO UGANDA-KAMPALA-2017-2020

- Managed administrative tasks including maintaining records, preparing meeting agendas, and taking meeting minutes as the SACCO Secretary.
- Coordinated the issuance of stock certificates and handled various member enquiries and concerns on a daily basis.
- Implemented improved filing and documentation system, resulting in enhanced efficiency and easier access to important information within the SACCO. –
- Successfully collaborated with other members of the executive committee to organize and execute the annual general meeting, ensuring a smooth and well-attended event.
- Played a key role in managing SACCO member elections, adhering to regulatory requirements and maintaining transparency throughout the process.

## CONTACT DETAILS

Margiesseremba@gmail.com  
+971559327197  
Abu Dhabi- ALwahda street

## EDUCATION

### NKUMBA UNIVERSITY 2004-2007

Diploma In Office Management  
And Secretarial Duties.

### AMERICAN INSTITUTE OF BUSINESS MANAGEMENT-DUBAI

07-2023 TO 11-2023-

(Professional Development  
Training certificate-)

**Certified Executive Secretary.**

## SKILL

- Administrative skills-  
expert
- Communication skills-  
expert
- Organizational skills -  
expert
- Time management skills  
– expert
- Typing skills - expert
- Flexibility.
- Tact, diplomacy and  
discretion.
- Negotiation and  
assertiveness.

- **LANGUAGE** - English
- **Nationality** - Ugandan
- **Marital status** –Married
- **Date of Birth** -22/03/ 1983

## REFERENCES,

Available Upon Request.