



## ANNET NAMULINDA

**CUSTOMER SERVICE**  
**REPRESENTATIVE/RECEPTIONIST**  
Dubai U.A.E

**+971 522168304**  
**namulindannet5@gmail.com**

### Personal Details

Date of Birth : 10/09/1993  
Marital Status : Single  
Gender : Female  
Nationality : Ugandan  
Passport No. : B1653939  
Visa status : Employment Visa  
Language : English, German,  
Arabic

### Skills

- ❖ Time Management.
- ❖ Good learner's
- ❖ Leadership
- ❖ Self-motivation.
- ❖ Communication

### Education

- High School
- International Collage Of  
Commerce -Uganda

### Strength

- ✓ Positive attitude
- ✓ Intellectual
- ✓ Smart worker

## **PERSONAL OBJECTIVE**

To work in a reputable organization both national and international where organizational objectives are well defined and my abilities and skills are efficiently utilized with or without supervision, meet diverse people with different backgrounds who will enhance my learning and sharing information for the growth and development of the company.

## **Work Experience**

**Company Name** : Carrefour  
**Position** : Customer Service Representative / Receptionist  
**Duration** : 3 Years  
**Location** : Ajman - UAE

**Company Name** : Carrefour  
**Position** : Customer Service Representative / Receptionist  
**Duration** : 2 Years  
**Location** : Uganda

### **Duties and responsibilities:**

- Greeting visitors
- Managing security and telecommunications systems
- Handling queries and complaints via phone, email and general correspondence
- Transferring calls as necessary
- Taking and ensuring messages are passed to the appropriate staff member in time
- Managing meeting room availability
- Receiving, sorting, distributing and dispatching daily mail
- Preparing vouchers
- Handling transcription, printing, photocopying and faxing
- Recording and maintaining office expenses
- Handling travel arrangements
- Coordinating internal and external events
- Managing office inventory such as stationery, equipment and furniture
- Overseeing office services like cleaners and maintenance service providers
- Assisting the HR team with recruitment, onboarding and termination processes
- Maintaining safety and hygiene standards of the reception area

### **Reference:**

Please do not hesitate to contact me if you require references from any of my previous employers.