Application for the Position of Administrative assistant

# C:\Users\willie\Desktop\shafic.jpgCURRICULUM VITAE

**LUBUULWA SHAFIC**

Mobile: +971 50 4539463

Email: shaficlubuulwa7@gmail.com

Discovery gardens Dubai United Arab Emirates .

## *CAREER OBJECTIVE*

I am a person who seeks challenging opportunities and positions, with a good background in administrative work .. Strong communication and high interpersonal skills, ability to work independently, flexible, computer knowledge skills and can easily adapt. Good team player and career orientated. I am ready to adapt to new skills and contribute to the achievement of the organizational goals and objectives therein.

*PROFESSIONAL EXPERIENCE*

**Coordinator stewarding - oaks Ibn battuta gate hotel Dubai UAE**

**July 2021 – Till present**

**RESPONSIBILITIES**

* Scheduling the duty time of the team members
* Arranging and recording minutes during meetings
* Conducting team member training
* Making daily/ weekly supply orders using FMC system
* Reporting damages of equipment through emails & calls to responsible departments
* Ensure effective communication between other departments
* Arranging monthly payroll using pay trax system
* Answering phone calls and ensure effective email responses
* Ensuring proper store inventories
* Ensuring proper cleaning of the hotel areas and stores

**Stewarding supervisor** - JA Jebel Ali Golf Resort. Dubai, UAE. *February 2018 – July 2021.*

## RESPONSIBILITIES

* Flexibility to respond to a range of various work situations
* Support the Team Members in training and development
* Report faults, misused or damaged equipment issues to the Managers, Executive Chef, and/or Chief Engineering

**Team leader steward / store keeper** - interact catering company LLC Abu Dhabi ,UAE

June 2016 – Feb 2018

**RESPONSIBILITIES**

* Ensuring proper inventories and store arrangements
* Arranging staff for daily operation takes
* Coordinating the team member training
* Ensuring proper cleaning
* Stock the equipments in the proper arrangement

## SKILLS

* Strong command of the English language
* Ability to work under pressure on own or in teams
* Excellent organizational and planning skills
* Computer knowledge ie Microsoft office ,opera , database management
* Ability to complete tasks with minimal supervision
* Able to work individually and as a team
* Able to prioritize work load

### EDUCATIONAL QUALIFICATIONS

PIC level3 certification- TSI quality service Dubai , UAE

Basic Food Hygiene Certificate 1&2 - JA Jebel Ali Golf Resort & Spa. Dubai, UAE

First Aid CPR /AED certificate – Safer fire safety consultancy Dubai ,UAE

Secondary School diploma -- Secondary School, P.O. Box 14148 Kampala, Uganda.

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| *PERSONAL INFORMATION* | |
| Full Name : | Lubuulwa Shafic |
| Date of Birth : | 22/12/1993 |
| Nationality : | Ugandan |

### DECLARATION

I do hereby declare that the particulars of information and fact stated herein above are true, correct and complete to the best of my knowledge.

Yours Faithfully,

*Shafic*

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REFERENCE

Available upon request