



# FRED SSEKYANZI

## CONTACT

📍 DUBAI UNITED ARAB EMIRATES  
☎ +971522580783  
@ michaelkakooza9@gmail.com

## PERSONAL DETAILS

Date of Birth : 23/08/1995  
Marital : Married  
Status  
Nationality : Ugandan  
Gender : Male  
Passport : A00067882  
number  
ISSUE DATE : 02/05/2019  
EXPIRY DATE : 01/05/2029  
VISA STATUS : CANCELLATION IN  
PROCESS

## CORE COMPETENCY

©Multitasking & Prioritization. ©Data  
Entry & Records Management.  
©Process & Protocol Design. ©Report  
Writing & Analysis. ©Attention to  
Detail & Accuracy. ©Confidentiality &  
Discretion. ©Communication &  
Interpersonal Skills.



## DESIGNATION

ADMINISTRATIVE ASSISTANT

## ADDRESS

UNITED ARAB EMIRATES, DUBAI

## PROFESSIONAL SUMMARY

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

**Administrative assistant** January 2021 -  
NOON ONLINE SHOPPING DUBAI November 2022  
Answer and direct phone calls.  
Produce and distribute correspondence memos, letters,  
faxes, and forms.  
Order office supplies as requested.

**Control Tower Executive** December 2022  
ARAMEX EMIRATES LLCS - November  
Communicating with customers through various 2024  
channels.  
Acknowledging and resolving customer complaints.

## EDUCATION

**High school certificate**  
St mark's kammengo Uganda  
Grade 12

## LANGUAGE

English -