

# ANDREW ASIIMWE

## OFFICE ASSISTANT



### PERSONAL DETAILS

+971556330602  
Marital Status: Married  
D.O.B: 30/05/1994  
Visa Status: Visit Visa  
[andrew256.uae@gmail.com](mailto:andrew256.uae@gmail.com)

### EDUCATION

**HIGH SCHOOL CERTIFICATE**  
NOV. 2013

Light High School

Uganda.

**CERTIFICATE IN COMPUTER APPLICATIONS**

Aptech Computer Education  
November 2014

### KEY SKILLS

Data analytics  
Records search  
Driving Skills  
Computer Skills  
Excellent communication  
Organized

### PROFILE

I'm a hardworking, well-mannered, friendly and passionate person with a positive attitude to work. I'm also able to uphold high standards of my job whilst at the same time adhering to a company's regulations and procedures. I have experience of working in a fast paced environment and having a proven track record of working under pressure. I'm a quick learner and a problem solver.

### EXPERIENCE

MEGAN INTERNATIONAL • MARCH 2019-OCT 2021  
(OFFICE ASSISTANT)  
Dubai, United Arab Emirates

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to your office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees etc.

BANTU AFRICAN TRAVELS • JAN 2022-OCT 2023  
(FRONT DESK ASSISTANT/RECEPTIONIST)

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls
- Receiving and sorting daily mail
- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings