

ANDREW ASIIMWE

OFFICE ASSISTANT



PERSONAL DETAILS

+971556330602
Marital Status: Married
D.O.B: 30/05/1994
Visa Status: Visit Visa
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