

---

---

# MWISHEE ABDALLA MWISHEE

📍 Dubai , AZ 3854

☎ (971)501914751

✉ mwisheeabdalla@gmail.com

🌐 Kenyan

in <https://www.linkedin.com/in/mshee-abdalla->

---

---



DATE OF BIRTH: 09/6/1996 • Nationality: KENYAN • Residence: Dubai-UAE

## Work history

November 2017 - March 2023

**Administrative Assistant/Executive Driver Ambassador**

Kenya Embassy

Abu Dhabi

- Operated company switchboard, answering and redirecting up to calls per .
- Monitored office supplies inventory, promptly reordering low stock items to prevent workflow disruptions.
- Trained new staff on telephone etiquette, boosting customer satisfaction.
- Maintained a warm and welcoming environment for employees and visitors by ensuring cleanliness of reception and lounge areas.
- Enabled smooth running of operations, performing routine office support.
- Screened and verified visitor IDs, maintaining security of personnel and office environment.
- Coordinated maintenance services to achieve fully-functional office space.
- Answered and helped resolve enquiries from clients, vendors and general public.
- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
- Collected mail from post boxes, post offices and business cards.
- Delivered letters and parcels.
- Kept and maintained accurate filing system for preservation of office information.
- Received, sorted and distributed incoming mail.
- Assisted managers in compiling and organising materials for meetings.
- Provided printing, photocopying scanning support to colleagues.
- Dealt with routine enquiries at reception or by telephone and referred more complex matters to appropriate members of staff.
- Prepared and distributed meticulous notes and high-quality reports within deadlines.
- Helped staff to maximise efficiency by providing clerical and secretarial support.
- Acted as main contact for staff and clients.
- Assisted with financial tracking and budget enforcement by approving financial expenditures.
- Organised travel and accommodations arrangements within assigned budgets.
- Established improved workflows to maximise communication and efficiency.

June 2023 - Current

**Driver luxurious Tesla**

Moove One Luxury Motor

Dubai

- Maintained professional and friendly demeanor during deliveries to uphold company reputation.
- Utilized GPS and other navigation tools to plan routes and stay on schedule.
- Communicated with dispatchers and other personnel to coordinate transportation schedules.

- Followed all relevant traffic laws and safety regulations.
- Communicated with customers to provide delivery updates and confirm delivery locations.
- Communicated with passengers to provide information and assistance for excellent customer service and positive experiences.
- Offered flexible working patterns to meet peak business demands.
- Retained excellent local area knowledge to plan optimal routes.
- Maintained professional appearance and excellent hygiene levels to uphold company reputation.
- Carried out vehicle checks and organised repairs to achieve timely resolution.
- Delivered outstanding customer care to clients, driving safely and responsibly to maintain customer comfort and security.
- Delivered customer orders within target timeframes.

## **Professional summary**

To serve in a responsible position at a well-structured organization where I can get the opportunity to prove myself successfully and enhance organization's efficiency.

Am committed and motivated to Administrative services with an exceptional customer service skills, strong work ethic, professional demeanor and innovative.

Experienced in driving Tesla Model 3 and X giving passengers safe, reliable transport. Careful to follow rules governing vehicle operations, speed and maintenance. History exceeding passenger expectations with service quality and speed.

## **Skills**

- Experience Driving Tesla Model 3 and X
- Supervising clerical personnel
- Organising packages
- Customer services
- Document retrieval
- Staff motivation
- Office oversight

## **Education**

**Certificate of Higher Education: Airport Operations**  
MOMBASA

**Mombasa Aviation Training Institute**

**2012 - 2015: Secondary at M.T SINAI HIGH SCHOOL**

**2004 - 2011: Primary at MSAMBWENI PRIMARY**

**JAN: Certificate of Recommendation as a Good Driver: DRIVER**  
MOMBASA

**Unik Driving College**

- UAE DRIVING LICENSE ADTR39867 for 3 years.

2012

**Certificate of Higher Education: Computer**  
Mombasa

**African Institute Mombasa**

- Coursework in Professional Prospecting Skills

## **Additional information**

### **REFEREES**

**MS. AMINA RAMADHAN JUMA - P. A to the AMBASSADOR**

**Embassy of the Republic of Kenya**

**TEL +971 504 649 363**

**EMAIL: aotwoma2@gmail.com**

**MR. MABACHI - Lecturer at Mombasa Aviation Training Institute**

**P.O.BOX : 90185**

**TEL: +2547 2255 9209**

**MR. PAUL TAWAI - Principal of M.T Sinai Academy**

**P.O.BOX : 96375-80100**

**TEL: +2547 2188 9622**

**MR. LUBEMBE - Teacher of M.T Sinai Academy**

**P.O.BOX : 96375-80100**

**TEL: +2547 2580 4917**

## **Languages**

**Arabic:**

Intermediate

**English:**

Fluent