

Nakazzi Diana Gertrude

Secretary/receptionist

Sharjah

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+971544718467

- Nakazzi Diana Gertrude
- Currently lives in the UAE (Sharjah Al Nahda)
- Pursued an Advanced Diploma in Systems Administration

Willing to relocate: Anywhere

Work Experience

Secretary

Joel Cox and Company Advocates.-Ntinda

2017 to 2018

- Being available at the time needed
- Fulfilling multiple tasks given in a short period of time
- Being honest and working smart
- Maintaining a high level of neatness
- Good communication skills, respectful and polite.

Manager/Accountant

Cape Pharmacy-Kampala

2016 to 2017

- Time management and prioritizing work
- Good record keeping skills and maintaining a high level of neatness
- Ensuring that the drugs are not expired and that customers are not exploited
- Ensuring that funds are properly kept and not mismanaged
- Ensuring and creating a good working environment with the rest of the staff, cleanliness and good communication skills

Education

Advanced Diploma in Systems Administration (IT field)

New Horizons (TechnoBrain) - Metropole house Entebbe Road

2011 to 2013

Skills

- Active Directory
- LAN
- Network Administration

- DNS
- Computer Networking
- Microsoft Windows
- TCP/IP

Languages

- English and Arabic - Fluent

Additional Information

- Worked as an Assistant supervisor in the 2014 Ugandan Census
- Worked as a teller at Anoo Supermarket in 2014
- Became self employed from 2019 to 2021
- Currently a house helper in the UAE (Umm Al Quwain)