



RONALD MWESIGWA

OFFICE ASSISTANT /OFFICE BOY

CONTACT

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- 📍 Sonapur, Muhaisnah2

EDUCATION

- 2013-2016
ST.MARYS HIGH SCHOOL
- HIGH SCHOOL CERTIFICATE

- 2017-2018
ST.KIZITO INSTITUTE MSK
- CERTIFICATE IN MECHANICS

SKILLS

- Communication
- Time Management
- Office equipment Management
- Problem Solving
- Multitasking abilities
- Document Management
- Inventory Management
- Scheduling

LANGUAGES

- ENGLISH

PROFILE

I am a dedicated, organized and methodical individual. with good interpersonal skills, excellent team worker and am keen and very willing to learn and develop new skills. I Am reliable, dependable and often seek new responsibilities within a wide range of employment areas.

WORK EXPERIENCE

DUBAI INTERNATIONAL AIRPORT BHS OFFICE ASSISTANT 2022- PRESENT

- Serve Tea and Coffee to Staff and office Visitor
- Clean office kitchen on daily basis
- Responsible for disposal of trash, waste, and other disposable material
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Damp dust furniture, light fixtures, window and bathrooms daily,
- Wash windows as scheduled
- Use safety precautions in all housekeeping services
- The person must have a neat and clean personality
- Also be able to move outside office for any kind of task directed to him.
- Job requires activeness, attentiveness and a responsible attitude.
- Handling electronic files and papers
- Assists in menial office tasks required by the office staff
- Maintains the cleanliness of the office premises and kitchen.
- Maintaining of the office inventory
- Deliver documents and packages to other departments as required.
- Assist in setting up equipment for presentations and meetings.
- Ensure adherence to company policies and procedures.
- Follow safety protocols and report any hazards or issues to the appropriate personnel.