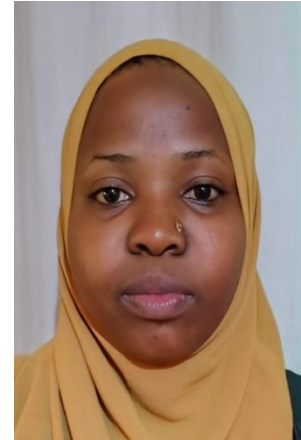


CURRICULUM VITAE

PERSONAL DETAILS

Name : NABATANZI SUMAYYAH
Date of birth : 05/05/1999
Marital status : Married
Gender : Female
Nationality : Ugandan
Phone No : +971526054764
Religion : Islam
Email : nabatanzisumayyah@gmail.com
Height : 5.6ft
Passport No : B00348481
Languages : English



PERSONAL PROFILE

I am a reliable, highly organized and detailed-oriented secretarial administration professional with 3 years of experience doing secretarial duties to the organization.

EDUCATION BACKGROUND

INSTITUTE	QUALIFICATION
ISLAMIC UNIVERSITY IN UGANDA	(BA) SECRETARIAL AND ADMINISTRATIVE STUDIES
BILAL ISLAMIC SECONDARY SCHOOL	UACE
BILAL ISLAMIC SECONDARY SCHOOL	UCE

WORK EXPERIENCE

YEAR	ORGANIZATION	POSITION
2022-2024	Kauthar kids Kindergarten and Primary School	Secretary
2021	The union {Ministry of health}	Intern secretary

Field of interest

- Secretarial and administration

Languages

- English
- Luganda

DUTIES & RESPONSIBILITIES

- Providing administrative support to senior management and teams
- Maintaining accurate and up to date records and databases.
- Managing complex calendars, schedules and travel arrangements.
- Organizing and filing documents
- Managing emails and correspondence
- Answering and directing phones calls
- Organizing and distributing messages
- Sending reminders and notifications.
- Providing customer services and support
- Tracking expenses and budgets

PERSONAL ATTRIBUTES

- Self-motivated and able to work with or no supervision.
- Good observation skills
- Excellent customer service skills
- Dealing with people politely but in an authoritative manner
- Computer literate such as Microsoft word, excel, PowerPoint.
- Having a professional approach to all routine tasks
- Excellent time management skills
- Ability to communicate effectively at all levels
- Ability to work in team
- Flexible
- Result oriented
- Hard working
- Commitment to work effectively and meeting deadlines.

HOBBIES

- Travelling
- Watching movies
- Listening to music

REFEREES

Available Upon Request