

# CURRICULUM VITAE

## PERSONAL DETAILS

Name : NABATANZI SUMAYYAH  
Date of birth : 05/05/1999  
Marital status : Married  
Gender : Female  
Nationality : Ugandan  
Phone No : +971523051971  
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