



BASHIR MWESIGYE

+971524377824
Nsubugabashir22@gmail.com
Abu Dhabi

OBJECTIVE

I am looking to earn more experience in the field while helping your company reach its goals in excellent customer service. Detail-oriented and self-disciplined professional bringing Six years' experience in office administration, including data management.

EXPERIENCE

2022 -
Current

- **Office Assistant Administrator**
PIAGET BOUTIQUE ABU DHABI (RICHMONT)
 - Coordinate office activities and operations to secure efficiency and compliance to company policies
 - Supervise administrative staff and divide responsibilities to ensure performance
 - Manage agendas/travel arrangements/appointments etc. for the upper management
 - Manage phone calls and correspondence (e-mail, letters, packages etc.)
 - Support budgeting and bookkeeping procedures
 - Create and update records and databases with personnel, financial and other data
 - Track stocks of office supplies and place orders when necessary
 - Submit timely reports and prepare presentations/proposals as assigned
 - Assist colleagues whenever necessary
 - Proactively manage daily calendars and resolve scheduling conflicts
 - Prepare and maintain master calendar which includes departmental vacation schedules and travel schedules
 - Create and compile detailed PowerPoint presentations for Senior management and general meetings
 - Distribute mail and coordinate shipping with the mailroom

2020 -
2022

- **Stock keeper**
HERMES INTERNATIONAL
 - Inventory management
 - Assisting with stock-taking activities
 - Keep the store clean
 - Assists and advises customers
 - Keeps detailed inventory records
 - Transferring stock inside the warehouse
 - Coordinate trans-shipment and trans-loading operations
 - Health and safety compliance
 - Organise merchandise
 - Receive, unload, and shelve supplies
 - Records management

2018 -
2020

- **Office Assistant**

CARTIER BOUTIQUE ABU DHABI (RICHMONT)

- Cleaning and maintaining the office premises, including dusting, sweeping, mopping, and vacuuming.
- Ensuring the cleanliness and tidiness of all office areas, including restrooms, pantry, and meeting rooms.
- Assisting in setting up meeting rooms and preparing them for meetings, including arranging chairs, tables, and audio-visual equipment.
- Monitoring and replenishing office supplies, such as stationery, pantry items, and toiletries.
- Collecting and distributing incoming and outgoing mail, packages, and documents.
- Running errands for the office, such as purchasing office supplies, delivering documents, and making bank deposits.
- Assisting in basic administrative tasks, such as photocopying, scanning, and filing documents.
- Assisting in the preparation of refreshments for meetings and events.
- Reporting any maintenance or repair issues to the appropriate department or supervisor.
- Assisting in the coordination of office events and functions, including setting up decorations and arranging catering services.

EDUCATION

2017

- **Proven experience as an office administrator (office assistant)or relevant role / Qualifications in secretarial / Excellent knowledge of MS Office and office management software**
Makerere University
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SKILLS

•Outstanding communication and interpersonal abilities •Excellent organizational and leadership skills
•Familiarity with office management procedures •Customer service skills
•proactive with tasks •Attention to detail •Experience with technology and software •Communication skills
•Strong organisational skills •Active listening skills •Sharp memory
•Flexibility •Positive attitude
•Teamwork • General Math Skills

100%