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|  |  | NAKANYIKE BRIDGET SARAH  **DRIVER** |
| Profile I am a highly organized dedicated and well oriented with abilities to improve working environment commitment to follow employees and sensitive to organization’s concern. I posses’ strong interpersonal skills, demonstrating utmost description and integrity when dealing with confidential information. I am competent enough to handle my duties. Contact PHONE:  +97451121813  EMAIL:  sankanyike@gmai.com  SKILLS  Computer  Public relations.  Critical thinking.  Effective communication.  leadership.  Coordinating and management.  Inter personal skills |  | EDUCATIONCRANE HIGH SCHOOL 2007-2008  UGANDA ADVANCED CERTIFICATE OF EDUCATION NKUMBA SECONDARY SCHOOL 2003-2006  UGANDA CERTIFICATE OF EDUCATION WORK EXPERIENCEAl ZAHARA MAN POWER [ OFFICE MESSENGER AND DRIVER] **2024-2025**   * In charge of all flight arrangements for all the staff and make sure they are dropped and picked on time. * Make sure that all staff are dropped and picked on time to all locations. * Do administrative tasks like picking invoices from clients and filling them.  QATAR FAMILY [DRIVER] **2022-2023**   * Make sure that all children are dropped and picked from school. * Drive all family members to supermarkets, hospitals and family visits. * Buy all groceries that the family needs and make sure the receipts are kept. * In charge of car is repaired and well maintained all the time  POSTA UGANDA [ OFFICE MESSENGER] **2020-2022**   * Receiving all incoming calls from the switch board and make sure they are forwarded to the right people. * Make sure all received parcels are send to respective destination. * Do all administrative tasks assign to me by my boss. * Make sure that the office is kept clean and all stationary needed is available on time. * Maintain office equipment and make sure they are serviced and repaired on time. * Manage all meetings and make sure all minutes are recorded and filled. * Maintain basic housekeeping duties like keeping the office clean.   **REFEREES:**   * Zziwa Isaac   Cluster Security Manager  Ibis and Adagio Aparthotels  ziwa.isaac@accor.com  Mob: +97450339848   * Mr. Abdul-Kayum Makubuya   Al Jameel Medical Services  Facility Safety Manager  abdulkayummakubuya@gmail.com  Mob: +97470210169   * Ms. Jowaharah Salem   Accountant  Al Zahara Manpower  Mob: +97466500548  I understand that the underlined information provided above describe my true identity, character, qualifications and experience.  Name: Nakanyike Bridget Sarah  Date: 16/04/2025 mmmmkkkkkkkRREmmCRUGJG |