|  |  |  |
| --- | --- | --- |
|  |  | 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.ContactPHONE:+97451121813EMAIL:sankanyike@gmai.comSKILLSComputerPublic relations.Critical thinking.Effective communication.leadership.Coordinating and management.Inter personal skills |  | EDUCATIONCRANE HIGH SCHOOL 2007-2008UGANDA ADVANCED CERTIFICATE OF EDUCATIONNKUMBA SECONDARY SCHOOL2003-2006UGANDA CERTIFICATE OF EDUCATIONWORK 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 ManagerIbis and Adagio Aparthotelsziwa.isaac@accor.comMob: +97450339848* Mr. Abdul-Kayum Makubuya

Al Jameel Medical ServicesFacility Safety Managerabdulkayummakubuya@gmail.comMob: +97470210169* Ms. Jowaharah Salem

AccountantAl Zahara ManpowerMob: +97466500548I understand that the underlined information provided above describe my true identity, character, qualifications and experience.Name: Nakanyike Bridget SarahDate: 16/04/2025mmmmkkkkkkkRREmmCRUGJG |