

MUYOMBA

SAMIR

OFFICE ASSISTANT



PROFILE

Dedicated and detail-oriented office assistant with exceptional organizational and communication skills. Highly adept at managing administrative tasks and providing comprehensive support to ensure the smooth operation of office environments. Proven ability to handle multiple responsibilities efficiently and maintain a high level of professionalism. Proficient in office productivity software and experienced in file management, scheduling, and data entry. Strong interpersonal skills with a focus on delivering excellent customer service.

EDUCATION

Lakeside College
A level 2015-2017
High school certificate

Luzira Secondary sch
O level 2011-2015

LANGUAGES

English
Hindi basic

PROFESSIONAL EXPERIENCE

PAB General trading

Office Assistant | Jan 2024- Recent

- Provided comprehensive administrative support to a team of 20 employees, including executive staff.
- Managed calendars, scheduled meetings, and made travel arrangements for executives.
- Handled incoming calls, screened inquiries, and directed calls to appropriate personnel.
- Prepared and edited correspondence and reports.

Westzone hotel

Office Assistant | Nov 2021 - Dec 2023

- Managed office supplies, maintained inventory, and placed orders as needed.
- Assisted in organizing company events, including conferences and team-building activities.
- Handled sensitive and confidential information with utmost discretion and maintained confidentiality protocols.

Bai Yan Marketing CO

Assistant supervisor | Feb 2018 - Oct 2021

- Assisted the administrative team with various tasks, including data entry, filing, and document preparation.
- Answered phone calls, responded to inquiries, and provided general office support.
- Maintained and organized files and records in a systematic manner.

SKILLS

- Multitasking
- Problem-solving
- Adaptability
- Professionalism
- Teamwork
- Confidentiality
- Prioritization
- Office equipment operation



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