****Nyakoojo Richard

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**Visa Status:** Visit Visa

PROFILE:

* A designated degree holder in business administration with strong experience in preparation and Management of documents.
* Possess strong working knowledge of Microsoft word, Excel and Outlook.

Working Experience:

**Job Title:** Document Controller

**Company**: Al Safa Contracting LLC, UAE, Dubai, Deira

**Consultants Handled: (Al Shurooq, Al Ajmi Engineering Consultants and**

**Mohammed Al Shaikh Mubarak)**

**Period:** May 2015 to November 2019

**Responsibilities and Duties:**

* Coordinated all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Inputted document data into the standard registers ensuring that the information is accurate and up to date.
* Arranged in setting the site meeting room, typed site documents/minutes, and follows up of all the site needs.
* Maintained the documents and drawings in the Document Control office under safe custody without any damage or deterioration.
* Received, Verified and recorded of all Materials at the site. (Invoices with materials).
* Managed the day to day office administration tasks such as filing of documents, photocopying/faxing/shredding and binding of the projects.
* Organized and reviewed project deliverables with the engineering team and monitors quality to ensure all documents conform to established standards and procedures.
* Ensured accessibility, traceability and accuracy of project documents.

**Job Title:** Office Assistant

**Company**: Pearl Engineering Company Limited (Kampala/Uganda)

**Period:** June 2013 to March 2015

**Duties and Responsibilities**

* Provided exceptional customer service by appropriately answering client concerns, forwarding messages and confirming appointments as necessary
* Operated office equipment such as photocopiers, scanners, fax machine, voicemail.
* Managed the cleanliness of the office and refilled office supplies when needed. As well as made coffee and setting refreshments for customers.
* Scheduled meetings and prepared agendas
* Scheduled meetings and reserved rooms for the engineers
* Maintained a neat and organized work place
* Perform administrative duties: answer phone lines, create, type, fax, copy and mail correspondences

**Job Title:** Administrative Officer

**Company**: Mpanga Secondary School (Fort portal /Uganda)

**Period:** March 2008 to May 2013

**Duties and Responsibilities**

* Managed to answer most of incoming calls; by taking messages and re-directing calls to the respective owners.
* Responded most emails enquiries within the required time frame.
* Managed taking minutes and forwarding to the concerned individuals.
* Diary managed and arranged appointments, booked meeting rooms and conference facilities
* General office management such as ordering stationary
* Organized travel by (booking tickets) and accommodation for staff and customers
* Arranging both internal and external events

**Skills**

* Good communication and presentation skills.
* Attention to details
* Strong analytical skills
* Can interact professionally with different kind of mentalities.
* Service oriented

**Education/Trainings**

* Degree in Business Administration (BBA) Specialized in Accounting, Africa, and Uganda. (**Fully Attested by United Arab Emirates Foreign Affairs**)

**Reference:**

Available on Request