

HINDU SHUAIBU NANJEGO

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PROFESSIONAL SUMMARY

Knowledgeable and committed legal professional with more than two years working experience as a legal secretary. Administrative expert capable of fast and effective organizational and communication skills. Experienced behind a desk, arranging meetings, managing schedules, and answering calls. Selfmotivated and detail oriented, with strong supporting abilities and active listening skills. A candidate who combines loyalty and extensive legal knowledge.

PERSONAL INFORMATION

DOB: 27/July/1990

Gender: Female

Nationality: Ugandan

UAE Visa status: Own visa

SKILLS

- -Excellent legal knowledge, critical thinking abilities, and comprehension skills -Strong administrative and organizational capabilities -Priority in effective communication and active listening to prevent miscommunications with clients or lawyers -Technologically capable and familiar with standard information processing software - Good skills in writing and reading Arabic due to Arabic educational backgrounds. Team player with organisational **skills**. Ability to lift or move heavy products.

WORK EXPERIENCE

Tutor 2016-2017

University of South Africa (SA)

- Provision of tutorial support and guidance of the students throughout the semester
- Facilitate student achievement at an appropriate academic standard in the relevant course.
- Help students complete their assignments in time both online and virtual meeting space or in person.

Legal secretary 2017-2018

BM Attorneys

- Organize and file legal documents, maintaining a filing system so any document can be found quickly. ² Formulate legal documents with lawyer supervision, transcribing and writing accurately.
- Juggle multiple assignments and competing priorities and how to manage growing workloads in today's law office.
- Developed new organization system that improved firm efficiency by nearly 10 percent.
- Attend court alongside lawyers, providing support and organizing legal documents for quick recall.

Secretary (2019)

Heron Tours and Travel (Deira, Dubai)

- Responsible for keeping up with licensing requirements and other paperwork needed to maintain the business.
- Answer the telephone and distribute mail.
- Advises clients and understanding all aspects of the company.
- Create informational brochures for client use.

Warehouse Associate (6 months)

Noon Company

- Receive and track shipments
- Embark merchandise in delivery trucks using appropriate tools
- Accommodate and carefully handle fragile merchandise
- Label and stockpile merchandise according to size, shape, and type.
- Prepare all orders for shipment
- Record and manage all impaired or damaged merchandise items
- Operate adequate merchandise management tools (for example, forklift)

Sales executive (6 months)

woolworths

- organising **sales** visits.
- demonstrating and presenting products.
- maintaining accurate records.
- attending trade exhibitions, conferences and meetings. reviewing **sales** performance.

- negotiating contracts and packages.

EDUCATION

Bachelor of laws (LLB) 2018

University of South Africa
South Africa (CPT)

HOBBIES AND INTERESTS

In my free time, I enjoy travelling and experiencing all the beauty that different cultures have to offer. I also try to spend some time watching movies.