

# Curriculum Vitae

**ALLAN KWAGALA**

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**Dubai- UAE**

**Position – Patients Relation Executive**



## **CAREER OBJECTIVE**

To obtain the position within your company and provide excellent service, able to work and be a part of your prestigious organization that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle tasks and also to handle logistics tasks to my best.

## **PROFESSIONAL SUMMARY**

Reliable hard worker who is able to perform any task that is asked. Adept at maintaining hardworking and equipment following complex instructions and working closely with customers to make sure that skills match client expectations

## **PERSONAL SKILLS**

- Focus on client and customers services
- I have strong and keen communication skills
- Very time conscious and organized
- Ability to work with every department in assistance to my assigned duty
- Working cordially with employees on every department.
- Proven skill and experience in dealings with co workers
- Good interpersonal and communication skills.
- Efficient in time management ,flexible and punctual
- Good team spirit, and willing to work a pressurise condition and at night

## **WORK EXPERIENCE**

**Company : Do Freeze Euro Cake –Dubai, UAE**

**Position : Factory hand**

**Duration : Two Years**

**Company : Tashafi Clinic Al Futtaim**

**Position : Customer Service / Runner**

**Duration : One Year**

**Company : Kakira Sugar company -Uganda**

**Position : E-Picker & Packer**

**Duration : One Year**

## **RESPONSIBILT**

- Welcoming patients/clients who had come for both treatment and consultation.
- Collecting personal information from clients and informing them which procedures to follow.

- Moving from car to car directing different patients on which line to follow because it was a drive through.
- Collecting payments from the clients who had come to test for covid 19 virus using the P.O.S billing machine.
- Giving quick solutions to new clients who had no idea on what to do and the requirements for the treatment process.
- Data entry under HIS software
- Monitored general activities of operations and provided assistance as per requirement.
- Operated light motor vehicle and ensured compliance to regulations.
- Maintained components and performed service on commercial service products.
- Facilitated lifting of heavy material with help of crane.
- Performed routine duties and handled everyday material for effective operation of equipment's.
- Administered various shop activities and provided assistance.

### **ACADEMIC QUALIFICATION**

- **High School Certificate in Uganda**

### **LANGUAGES**

- English

### **PERSONAL INFORMATION**

- NATIONALITY : **Uganda**
- MARITAL STATUS : **Single**
- GENDER : **Male**
- DATE OF BIRTH : **05/12/1997**
- VISA STATUS : **Resident (Own Visa)**
- PASSPORT NO : **B1567519**
- **Covid-19 Status** : **Vaccinated**

### **REFERENCE**

Alex Kawalya

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### **DECLARATION**

I here by declaring that the above provided information is true and I promise to work hard to reach employers demands and satisfaction of the end users of the service.