

**Name: NAGUDI DORICE**

**Phone Number: +971555164600**

**Email: nagudidorice1@gmail.com**

**Nationality: Ugandan**

**Gender: Female**

**Visa Status: Resident Visa**



A well-presented, articulate and confident person with experience of working with customers and having a good personality and good communication skills, with the ability to work in a multinational environment, with minimum supervision and comfortable to work as a team.

Work experience

**2022 -To date:** Mediclinic Hospital

**Position:** Housekeeping [Medical and surgical wards]

**2021 - 2022:** Yas Clinics Khalifa City (U.A.E)

**Position:** Housekeeper in charge Operation Theatre

**2015-2018:** Tuskys supermarkets (Uganda)

**Position:** Cashier/ Receptionist

Responsibilities:

Greet customers with smiles when entering the store, help them with any questions and concerns.

Handle cash, credit cards, gift vouchers, and credit notes or any other form of payment.

Scan goods and collect payments, introduce new products including promos to the customers.

Ensure pricing is correct and issue change, receipts, refunds or tickets.

Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and there is adequate change.

Resolve customer complaints, guide them, and provide relevant information

Help other departments with stocking shelves, checking product expiry dates, and dusting products when there are no customers in the queue.

2013 - 2014; Manafwa District Local government

position; intern finance department.

**Responsibilities:**

Received tax payment and issued receipts to the clients and kept the right records.

payment vouchers, cheques and submitted them to the CFO for approval.

Reconcile and account for cash and cheque takings daily.

Prepared bank reconciliations and monthly reports on time.

Prepared financial reports and corrected the discrepancies to ensure that it balances

Managing petty cash for daily expenses and updating the daily expenditure books

Tallied the expenditure books accurately on a weekly and monthly basis.

Balancing ledger books

**Education:**

2013–2014 Diploma in Business Administration and Management (accounting) -Kumi university.

**Skills:**

Excellent communication in English both written and verbal skills

A passion for order and accuracy

A pleasant personality for dealing with customer

A great problem solver

Ability to work individually or as a team with or without supervision.

Flexible, reliable, and good time management.

Ability to identify customer needs and provide solutions for customer satisfaction.