

## Patricia Nakiyemba

---

nakiyembapatricia1@gmail.com  
+256703239694  
United Arab Emirates

### PERSONAL PROFILE STATEMENT

I am a motivated and committed person with a strong work ethic and excellent people skills. I take great pride in my work and strive to achieve the best possible results at all times. I possess excellent communication, leadership and managerial skills and strive to utilise these skills in order to make a positive change across the organisation.

I hope to work for an organisation that is going to help me grow career wise in the professional world.

### CORE SKILLS

- Communication skills
- Leadership skills
- Interpersonal Skills
- Intelligence
- Time Management

### WORK EXPERIENCE:

#### 1. House Manager Abu Dhabi (Feb 2025 – Nov 2025)

- Managed household operations, ensuring efficiency and organization
- Coordinated schedules and appointments

### ACHIEVEMENTS

- Developed time management and multitasking skills
- Demonstrated reliability and trustworthiness in private household
- Improved communication skills interacting with family members of diverse age groups and handling requests

### EXPERIENCE

- Time management and Organisation
- Attention to detail and interpersonal skills
- Ability to work independently
- Cross cultural Management

#### Employer

Mr. Matar Saif Saeed Alshamsi

## **2. Digital Marketing Manager (CakelandUg, 2022 —Present)**

- Developing and executing digital marketing strategies.
- Analyze market trends and consumer behavior.

### **ACHIEVEMENTS**

- 50% social media engagement increase for CakelandUg.

## **3. Construction Site Procurement Manager (Nsuube Mukono, Sept 2024 - Jan 2025)**

As a procurement manager at a construction site, I successfully oversaw procurement operations on the site, ensuring timely and cost effective delivery of materials and services.

### **EXPERIENCE**

- Managed procurement processes for construction materials and services.
- Coordinated logistics and transportation.

### **ACHIEVEMENTS**

- Ability to optimize procurement processes, mitigate risk and drive project success.

## **4. Client Relations Officer & Front Desk Officer (Elite Digital Studio Mukono, Sept 2023 –Aug 2024)**

I honed my interpersonal and communication skills, ensuring seamless interactions with diverse clients. This experience fostered my ability to build strong client relationships, work under pressure, and adapt to dynamic environments.

### **EXPERIENCE**

- Providing exceptional customer service and support.
- Coordinating front desk operations and client communications.
- Handling client inquiries and feedback.

### **ACHIEVEMENTS**

- Customer service expertise.
- Conflict resolution and problem solving.
- Strong organisational and time management skills.
- Proficiency in handling client inquiries and feedback.
- Ability to multitask and prioritise tasks efficiently.

- Insight into studio operations and digital services.

## **5. Canteen Manager (Old Kampala Senior Secondary School-June 2022 -Sept 2023)**

I worked as a school canteen manager and I gained experience and skills to perform different administrative tasks, handle finances and dealing with people from various walks of life.

### **EXPERIENCE**

- Supervising workers in daily routine operations of the canteen.
- Stocking up merchandise in the canteen. • Handling financial issues of the canteen.
- Working on several people with different backgrounds of life.
- Coordinated daily operations, ensuring efficient service delivery.
- Managed inventory, finances, and customer relations.

### **ACHIEVEMENTS**

- Learnt how to work with less supervision.
- Team leadership skills
- Customer care

### **EDUCATION**

---

- **Bachelor of International Business    Makerere University    Aug 2018 - Mar 2022**

I graduated with a Bachelor's degree in International Business. I did my internship with TIG Marketing Uganda and my major achievement was building company profile.

- **Uganda Advanced Certificate of Education: St. Joseph's High School Namagunga    Feb 2016-Dec 2017**
- **Uganda Certificate of Education: Our Lady of Africa Secondary School Namityango    Feb 2010 - Nov 2013**

### **Skills:**

- Excellent computer skills (MS Office, typing)
- Strong communication and interpersonal skills

- Attention to detail and organizational abilities
- Bilingual (English and Luganda)
- Proactive and problem-solving approach
- Email and telephone correspondence and management
- Document and archive management
- Reliability
- Timely response

#### Interests

In my spare time, I enjoy reading, singing, and interacting with others.

I enjoy baking passionately

#### REFERENCES

---

Sserunjaba George  
Marketing and sales Manager  
Aim Distributors Jinja  
+256 756 119244  
[sserunjabageorge@gmail.com](mailto:sserunjabageorge@gmail.com)

Mawejje Tadeo  
Swiss butter restaurant  
Dubai downtown  
+971566570741  
[mawejjet00@gmail.com](mailto:mawejjet00@gmail.com)

Biira Sarah Musanzi  
Total Energies Marketing Uganda Limited  
+256 756777930  
[musanzisarah@gmail.com](mailto:musanzisarah@gmail.com)