

NDAWULA CHRISTOPHER CLINTON

Dubai, UAE | +971 52 855 4880 | Clintonreks25@gmail.com
Visa Status: Visit Visa | Availability: Immediate

PROFESSIONAL SUMMARY

Motivated and detail-oriented office administrator with strong experience in coordination, documentation, and customer service. Skilled in managing office operations, scheduling, and communication to maintain efficient workflows. Dedicated to supporting **Litco Group** with professionalism, accuracy, and reliability, ensuring smooth daily operations and exceptional administrative support.

CORE SKILLS

- Office Administration & Documentation
- Customer Service & Client Relations
- Microsoft Office (Word, Excel, PowerPoint)
- Communication & Reporting
- Team Support & Coordination
- Time & Task Management

PROFESSIONAL EXPERIENCE

Events Assistant Coordinator – Curantis Foundation

Kampala, Uganda | Dec 2024 – Jun 2025

- Organized events and managed communication between teams.
- Supported administrative documentation and reporting.
- Ensured smooth coordination of schedules and logistics.

Systems Operator / Head Guard – Transguard Group

Dubai, UAE | May 2018 – Nov 2023

- Managed system operations and daily staff schedules.
- Maintained communication and reporting systems for management.
- Provided customer assistance and maintained professionalism on site.

Manager & Sales Assistant – Value Supermarket

Kampala, Uganda | Mar 2017 – Apr 2018

- Supervised store operations, inventory, and daily sales reports.
- Delivered excellent customer service and team coordination.

EDUCATION & TRAINING

- Certificate in Basic Aviation Training – Emirates College (2018)
- Certificate in Computer Science – Buganda Royal College (2017)
- Certificate in Secondary Education – Lubiri S.S.S (2014)

ADDITIONAL INFORMATION

- Fluent in English and Luganda
- Excellent interpersonal and communication skills
- Planning to obtain UAE driving license