



# AKIZA

# BRIAN

## CONTACT

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📍 Dubai, UAE



## EDUCATION

### STANDARD COLLEGE NTUNGAMO

- Certificate of Advanced Education

### MAKERERE UNIVERSITY

- Bachelor of science in Accounting

## SKILLS

- Excellent computer skills in Using Microsoft office and Excel
- Negotiation skills
- Team player
- Excellent Time Management
- Strong Communication skills
- Critical Thinking

## LANGUAGES

- English (Fluent)

## PROFILE

A proactive and highly motivated professional with a broad skill set and a passion for excellence. I possess strong analytical abilities, effective communication skills, and a proven track record of achieving results in diverse environments. My strengths lie in my ability to quickly learn and adapt to new challenges, work collaboratively with teams, and consistently deliver high-quality outcomes. Driven by a commitment to continuous growth, I am eager to contribute my expertise and energy to a forward-thinking organization where I can help drive success and innovation.

## WORK EXPERIENCE

### Al seer Trading Agency,DUBAI

Logistics coordinator

- Coordinated daily transport operations, managing a fleet of vehicles
- Ensured timely deliveries to avoid delays to our customers
- Prepared and managed invoices and bills of lading
- Ensured customer satisfaction with our services and explained to customers where inquiries arise .

### Trans Africa Limited,Uganda

Accounts Payable clerk

- Handled accounts payable duties, including reconciling transactions ,resolving discrepancies. and processed invoices for payment.
- Utilized advanced skills in Microsoft Office, Excel, and PowerPoint to create detailed financial reports.
- Provided day-to-day admin support and service for transport and port operations.

### Royal logistics Co ,Uganda

Office Assistant

- Developed intermediate skills in Microsoft Office and Excel, contributing to efficient office workflows.
- Managed scheduling, correspondence, and document management
- Communicated effectively with a diverse range of people, including clients and suppliers.
- Performed various administrative tasks to support office operations.

## REFERENCE

To be provided upon request