

Jimmy Kyambadde



Al Shaiba Tower A - Al Barsha 1, Tecom – Dubai Internet City

Phone: +971-552496571

Email: jimmyk97@gmail.com

Customer Service Administrator | Administrative Support | Hospitality Professional

Professional Summary

Proactive and detail-oriented Customer Service and Administration professional with over 7 years of experience in client support, vendor coordination, purchasing, and inventory operations within the hospitality industry. Adept at managing customer interactions, processing documentation, and coordinating with internal departments to ensure seamless service delivery. Recognized for strong communication skills, reliability, and ability to adapt quickly to fast-paced, service-driven environments.

Key Skills

- Customer Relationship Management
- Administrative Support & Documentation
- Invoice & Payment Processing
- Multi-departmental Coordination
- Inventory & Supplies Management
- Problem Solving & Issue Resolution
- MS Office Suite, QuickBooks, Tally, FMC

Professional Experience

Sheraton Jumeirah Beach Resort – Dubai **Receiving Officer / Administrative Support** **Sept 2023 – Present**

- Handled all incoming documentation including invoices, purchase orders, and payment schedules.
- Responded to vendor and internal department inquiries, ensuring timely resolution and follow-up.
- Maintained accurate records of transactions and created reports for decision-making.
- Supported cross-functional teams to improve process efficiency and communication flow.

The Westin Abu Dhabi Golf Resort and Spa
Store & Receiving / Administrative Coordinator
Jan 2022 – Sept 2023

- Acted as liaison between suppliers and internal teams to track and fulfill supply requests.
- Maintained detailed inventory logs and coordinated issue resolutions with department heads.
- Ensured timely updates to documentation systems, supporting audit readiness and accuracy.

JW Marriott Marquis Dubai
Purchasing Clerk / Administrative Trainee
3 Months

- Processed department requisitions and purchase orders.
- Coordinated supplier communications, delivery tracking, and system updates.
- Provided administrative assistance to the finance and receiving departments.

Education

Bachelor of Commerce (Banking & Finance)
Makerere University Kampala, Uganda | Aug 2010 – June 2014

Certifications

- General Cashier Training – JW Marriott
- Food Safety & HACCP – JW Marriott
- Accounts Receivable & Cost Control – Westin & JW Marriott