

## **SADAT HAWALLI KAKOOZA**

Kampala, Uganda

Email: [sadatkakooza7@gmail.com](mailto:sadatkakooza7@gmail.com) | Phone: +256769525266 | +256703724603

LinkedIn: [www.linkedin.com/in/sadat-hawalli-kakooza](https://www.linkedin.com/in/sadat-hawalli-kakooza)

---

### **PROFESSIONAL SUMMARY**

Detail-oriented Virtual Assistant and Transport & Logistics Management student with strong digital skills and a proactive approach to problem-solving. Trained through ALX Virtual Assistance program, with hands-on experience delivering structured tasks, managing workflows, and meeting deadlines. Tech-savvy, adaptable, and committed to continuous learning. Ready to support businesses with administrative, operational, and logistics-related tasks.

---

### **CORE SKILLS**

- Virtual Assistance & Administrative Support
  - Email & Calendar Management
  - Data Entry & Internet Research
  - Microsoft Office (Word, Excel, PowerPoint)
  - Google Workspace (Docs, Sheets, Drive)
  - Communication & Client Support
  - Task & Time Management
  - Basic Logistics & Transport Coordination
  - Tech Adaptability & Troubleshooting
- 

### **PROJECT EXPERIENCE (ALX VIRTUAL ASSISTANCE PROGRAM)**

#### **Virtual Assistant Trainee – ALX Africa**

*Completed structured, real-world simulation tasks*

- Managed email organization, scheduling, and client communication simulations
- Conducted detailed online research and presented findings clearly
- Created professional documents, reports, and presentations

- Handled task prioritization and met strict deadlines consistently
  - Demonstrated strong attention to detail and organizational skills
  - Used digital tools to streamline workflows and improve efficiency
- 

## **EDUCATION**

### **Bachelor's Degree in Transport and Logistics Management**

MAKERERE UNIVERSITY BUSINESS SCHOOL— *Ongoing*

---

## **ADDITIONAL STRENGTHS**

- Strong command of English (written and spoken)
  - Fast learner with high adaptability to new tools and systems
  - Passion for automobiles and logistics systems
  - Team player with discipline from sports (basketball)
  - Self-motivated and reliable in remote work environments
- 

## **INTERESTS**

- Automotive industry & vehicle systems
  - Basketball (active player)
  - Technology and digital tools
- 

## **AVAILABILITY**

Available for remote freelance work (flexible hours)

---