



Christine Lynn Rwanda

Office Administrator
/ Sales Professional

Contact



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Al Nahda, Sharjah



About Me

Dynamic and results-oriented professional with 5+ years of experience in administrative and sales roles across two countries, including the UAE. Proven ability to manage multiple priorities in deadline-driven environments while delivering exceptional client service. Adept at streamlining office operations, building client relationships, and contributing to team success.

Skills

- Outstanding communication and interpersonal skills
- Strong multitasking abilities and attention to detail
- Proficient in Microsoft Office and administrative tools
- Excellent customer service and client relationship management
- Ability to work under pressure and meet deadlines
- Basic understanding of sales and marketing strategies
- Familiarity with office inventory management and scheduling



Education



Certificate of Proficiency
College of Insurance

Jan 2021 - April 2021



Bachelor of Commerce
Egerton University

Sep 2008 - Dec 2012



Professional Experience

Relationship Officer

One Stop Commercial Brokers, Dubai

Mar 2022 - Dec 2024



- Follow up with clients for credit and insurance cover and ensure payment is done in due time.
- Developed and conducted credit awareness programs with store/market management.
 - Managed branch credit operations and implemented delinquency control measures.
 - Ensured compliance with established policies to safeguard assets for both the bank and clients.
 - Built and maintained key client relationships at store, market, and regional levels.
 - Designed and executed annual marketing plans to achieve business goals.
 - Attended and supported store opening and relocation events, with up to 75% travel involved.

Executive Officer

Jubilee Insurance Company

Aug 2017 - Jan 2022



- Oversaw administrative processes, including client filing systems and master schedule creation.
 - Managed reception operations to ensure effective communication internally and externally.
 - Assisted staff with clerical and administrative tasks, proposing process improvements.
 - Prepared routine correspondence and business-related documents.
 - Arranged meetings and conferences, maintained calendars, and coordinated travel reservations.
 - Performed office supply inventory and replenishment as needed.

Office Assistant

Madison Insurance

Sep 2013 - Dec 2016



- Supervised daily office operations to ensure efficiency and organization.
 - Acted as a liaison between internal departments and external partners.
 - Provided a hospitable experience for office guests and managed front office operations.
 - Assisted in managing a team of 25 employees, creating schedules and organizing meetings.
 - Handled multi-level office tasks with accuracy and promptness.



Hobbies

- Dancing
- Sports
- Networking and engaging in meaningful conversations