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| |  | | --- | |  |   **GENERAL Skills**   * Inventory control * Accounting support * Strong problem solver * Inventory systems * Resolving errors * New business development     **sYSTEM & pROGRAM Skills**   * Tasheel, Tawjeeh, Tadbeer, GDFRA, facilitate insurance, EChannels UAE Immigration department system * Solving hardware or software faults * Set up & configure Software * Set up new users' accounts mail. * Advanced MS Office Suite * Knowledge of Microsoft Nav 2018, Peachtree 2015. * knowledge * Data entry     **Education**  *2006*  Modern Academy in Maady | Cairo  Bachelor of Business Administration: Information System Management & Accounting | |  | | --- | | Tarek Adel  +971567188079  Tarek\_Elsebaai@yahoo.com  Khalidiya, Abu Dhabi, UAE  Khalidiya, Abu Dhabi, UAE  **Professional summary**  Professional Administrative Assistant focused on driving productivity by leveraging strong front office management skills. Offering Six years of business office operations, retail and marketing experience. Adept communicator with fluency in Arabic, English and MS Office, Adobe, MS Navigation 2008 expertise.  **Work history**  04/2020 - Current  Vital Health Pharmacy | Abu Dhabi, UAE  Transport Coordinator    oversee the time delivery of goods. They maintain delivery schedules and track deliveries to ensure deliveries are met. update and provide tracking information to customers as well as to internal managers.  Help develop, execute, and monitor marketing programs across a variety of channels. Their work includes researching the market, analyzing trends to help define the organization's marketing strategy, and providing advice as to how to best reach the target market.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  12/2018 - 03/2020  Hamleys- Marina Mall | Abu Dhabi, UAE  Store In-Charge  Responsible for maintaining inventories, ordering new items, placing products on shelves, pulling our damaged items, and keeping records of transferred merchandise.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  12/2015 - 09/2018  Orange Telecom | Ismailia, Egypt  Customer Service Representative  Attracts potential customers by answering product and service questions, establish or identify prices of goods, services or admission, and tabulate bills, cash registers, or optical price scanners, suggesting information about new products and services. | |

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