

Dear Sir,

Please find herewith my CV in application for Secretarial Vacancy.

The nature of my degree course has prepared me for this position. It involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills. For one course, Job Training Course, an understanding of the Administration industry was essential. I found this subject very stimulating.

I am a fast and accurate writer, with a keen eye for detail and I should be very grateful for the opportunity to progress to market reporting. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Sincerely,,

Rana Ali

Curriculum Vitae

PERSONAL INFORMATION

Rana Mazuz Rabah Ali

United Arab Emirates – Abu Dhabi

00971502674601

seffariny_1982@hotmail.com

Sex Female | Date of birth 26 June 1982 | Nationality Jordanian

Visa Status Visit Visa



POSITION

Executive Secretary

WORK EXPERIENCE

01 April 2019 – 05 October
2021

Office Administrator

The Lawyers Sa'eda Khader & Ali Raja Office., Tulkarm (Palestine).

Follow up the time management and schedule of the direct manger / managers.

Follow-up administrative tasks related to employee leave ... etc.

Preparing the daily mail (notes, circulars, administrative documents, transaction reports, notes, letters and statements ... etc.).

Preparation and printing official letters.

Electronic and paper documents management (mailing, typing, photocopying, scanning, filing and archiving).

Prepare and maintain a variety of files and filing systems, maintain and update various records, verify information as requested.

Receives incoming telephone calls, provides answers to routine inquiries and/or refers them to other personnel.

Following up the implementation of the various administrative decisions issued by the direct manager / managers.

Do all that is required according to the knowledge and abilities.

Follow up maintenance contracts between the company and the maintenance companies for the equipment and the machines of the company. organize the files of the office.

Holding the Cash Flow.

17 December 2015 – 04 January
2018

Executive Secretary

Golden Planner Engineering Consultants L.L.C., Abu Dhabi (United Arab Emirates)

Typing English & Arabic correspondence, reports, settlements, forms, snag lists, contracts, and other documents

Electronic and paper documents management (mailing, typing, photocopying, scanning, filing and archiving).

Prepare and maintain a variety of files and filing systems, maintain and update various records; verify information as requested.

Typing a variety of routine documents from handwritten drafts, issuing original letters with registering it.

Maintaining records and files and important documents.

Receives incoming telephone calls, provides answers to routine inquiries and/or refers them to other personnel.

Preparing tenders documents and Applying online / registrations

15 January 2015 – 27 November
2015

Executive Secretary

Magic Nature Company, Amman (Jordan)

Typing English & Arabic correspondence, reports, forms, LPOs and other documents

Electronic and paper documents management (mailing, typing, photocopying, scanning, filing and archiving).

Prepare and maintain a variety of files and filing systems, maintain and update various records; verify information as requested.

Typing a variety of routine documents from handwritten drafts, issuing original letters with registering it.

Maintaining records and files and important documents.

Receives incoming telephone calls, provides answers to routine inquiries and/or refers them to other personnel.

Curriculum Vitae

08 March 2009–16 December
2014

Executive Secretary

Al Suweidi Engineering Consultants Bureau, Abu Dhabi (United Arab Emirates)

Typing English & Arabic correspondence, reports, settlements, forms, snag lists, contracts, and other documents

Electronic and paper documents management (mailing, typing, photocopying, scanning, filing and archiving).

Prepare and maintain a variety of files and filing systems, maintain and update various records; verify information as requested.

Typing a variety of routine documents from handwritten drafts, issuing original letters with registering it.

Preparing Bill of Quantities using Microsoft Excel, and finalize the comparing to the end. (Tender Section)

Maintaining records and files and important documents.

Receives incoming telephone calls, provides answers to routine inquiries and/or refers them to other personnel.

Responsible of The Time Sheet by Oracle.

24 February 2008–05 August
2008

Secretary

Golden Triangle Establishment, Abu Dhabi (United Arab Emirates)

Typing English & Arabic correspondence, reports, forms, contracts, and other documents

Receives incoming telephone calls, provides answers to routine inquiries and/or refers them to other personnel

Updating the information in The Website of the Establishment.

Arranging the meetings with management and clients.

Electronic and paper documents management (mailing, typing, photocopying, scanning, filing and archiving).

05 September 2007–26 December
2007

Executive Secretary

Jordan Valley Engineering Equipments Company, Amman (Jordan)

Typing English & Arabic correspondence, reports, forms, contracts, and other documents.

Electronic and paper documents management (mailing, typing, photocopying, scanning, filing and archiving).

Answer questions and provide information to the public; receive and respond to client complaints and questions and/or refer to appropriate department staff member for resolution.

Holding the Cash Flow and preparing monthly draft budget.

Arranging monthly and daily statement of the store.

01 April 2003–31 December
2006

Secretary cum Receptionist

Royal Hotel, Amman (Jordan)

Typing English & Arabic correspondence, reports, forms, contracts, and other documents.

Daily routine transactions using Al-Awg Network System.

Auditing Daily Journal.

Monthly Closing Transactions, Adjustments and Reports.

Screen and direct calls and visitors as appropriate; schedule travel arrangements, reservations, daily operations or meetings as assigned.

Holding the Cash Flow.

Arranging monthly and daily statement of the store.

Providing information to the public and to court personnel.

Receives incoming telephone calls, provides answers to routine inquiries and/or refers them to other personnel.

Electronic and paper documents management (mailing, typing, photocopying, scanning, filing and archiving).

Studies and analyzes operational procedures; prepares reports of findings and recommendations for implementation of new procedures or the modification of existing procedures.

Curriculum Vitae

EDUCATION AND TRAINING

01 June 2006–25 July 2007

A Computed Office Job Training Course

Sight & Sound Educational Centre, Amman (Jordan)

1. English and Arabic Typing
2. Book-Keeping
3. Office Skills & Organizational Behavior
4. Arabic and English Business Correspondence
5. Practical Typing Skills
6. A Full (MS Office Computer Courses)

Career Objectives

- To succeed in an environment of growth and excellence and earn a job Which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.
- To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity.
- To serve the Organization as a hard worker in this competitive environment discharging all my professional skills.
- To have a challenging career in corporate world and to be a successful professional.
- To serve my parents, and my country with the best of my abilities.

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1

(C1) means : Very Good

Main skills

- Proven organizational skills to adapt to changing environments.
- Experience of working for Director level or above.
- Excellent PC skills including Word, Excel and PowerPoint.
- Ability to priorities work and manage time effectively.
- HR works.

Communication skills

- Good communication skills gained through my experience as Administrator Assistant
- Excellent contact skills with Customers and Employees gained through my experience as Administrator Assistant

Organisational / managerial skills

- Well-organized, extremely fast learner, enthusiastic
- Hard worker & dedicated, strong sense of responsibility, self-motivated, team player, have analytic thinking and able to work independently
- Good communication and negotiation skills, both oral and written
- Excellent mathematics and accounting background
- Typing speed (40 English, 45 Arabic) per minute
- Strong Personality and can deal with stress

Curriculum Vitae

Computer skills

- Full MS Office
- Professional PDF
- Photoshop

Driving licence

U.A.E. License
Jordan License
Palestine License

[Related document\(s\):](#)

References

- 1) Mrs. Ishraq Al Zoubi. (English Language Department Head Section in Sight & Sound Educational Center)
Tel. No. 00962-77-7256417 (Amman – Jordan)
- 2) Mr. Mohammed Modar (PRO of Golden Planner Engineering Consultants L.L.C)
Tel. No. 00971-50-6223207 (Abu Dhabi – United Arab Emirates)
- 3) Eng. Mohammed Bakour (IT Manager / Secretary Section Head of Al Suweidi Engineering Consultants Bureau)
Tel. No. 00971-2-6444000 (Abu Dhabi – United Arab Emirates) Mobile
No. 00971506290704