



# REAM MANSOOR

● DATE OF BIRTH: July 2000 ● NATIONALITY: Indian ● STATUS: Single



## EDUCATION

HIGH SCHOOL (CBSE)

AL AMEER ENGLISH SCHOOL, AJMAN

HIGHER SECONDARY (CBSE)

AL AMEER ENGLISH SCHOOL, AJMAN

UNIVERSITY

BBA (Hons) at LONDON AMERICAN CITY COLLEGE, SHARJAH



## JOB EXPERIENCE

AEROCONNECTIONS FZE

JULY 2019 - JANUARY 2020

MARKETING ADMIN ASSISTANT



## PROFESSIONAL SKILLS

DATA ENTRY

MS OFFICE PACKAGES

RECIEVING AND REVERTING MAILS

RESEARCH

HANDLING TELEPHONE CONVERSATIONS

FILING DOCUMENTS



## PERSONAL SKILLS

COMMUNICATION TEAM WORK CREATIVITY EFFICIENCY



## LANGUAGES

ENGLISH

HINDI

MALAYALAM

ARABIC



## ABOUT

I am seeking a challenging role in a reputed organization to demonstrate my skills and knowledge. I aim to become part of a professional team while adding value to the firm.



## GET IN TOUCH

P: (971) 56 666 576 9

E: ream212@gmail.com

Ref: AC/HR/03/20  
Date: 14 January 2020

To Whom It May Concern:

Sub: Internship Certificate


Dear Sirs,

This is to certify that **Ms. Ream Mansoor** has successfully completed an Internship program with us for the position of **Junior Marketing Admin. Assistant** for a period starting from 14<sup>th</sup> July 2019 until 14<sup>th</sup> January 2020. During this period, we found her to be sincere and hardworking and holds a good character and conduct.

Let me take this opportunity to wish her all the very best for his future endeavors.

Sincerely,

Best Regards

  
**Manoj Koshy John**  
Founder & CEO

