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| **PROFILE**To be associated with progressive organization where my knowledge and education can be used in a best possible way and give me ample opportunities to expand my skills and contribute to the organizations goals by consistently exceeding targets through the effective utilization of resources, problem solving skills and by networking and maintaining client relations with the attribute of time, quality and discipline.Nationality: IndianCourses completed: Web designingLanguages Known: English, Hindu, Urdu and ArabicSponsorship; Husband VisaDOB: 8/8/1988Holding valid UAE driving licenseContactPHONE:00971 52 7004542Linkedin.com/in/AmnaawadEMAIL:amnaawad01@gmail.com |  | **AMNA AWAD**B.com (Mahatma Gandhi University 2009-2011)WORK EXPERIENCECLIENT SERVICE & ADMINATN Advertising Co. Sharjah June 2008 – July 2009* Maintain accurate record keeping with proactive attention to client information updates.
* Maintained accurate and current customer account data.
* Conferred with customers about concerns with products or services to resolve problems and drive sales.
* Connected with clients through consultative sales strategies to understand and address requirements.

CLIENT SERVICE & ADMIN**SHARJAH ADVERTISING FIRM – SHARJAH**September 2009 – August 2011* Successfully juggled multiple projects simultaneously to aid executive leaders.
* Type documents such as correspondence, drafts, memos and emails and prepared 3 reports weekly for management.
* Opened, sorted and distributed incoming messages and correspondence
* Purchased and maintained office inventories and always careful to adhere to budgeting practices.
* Improved information collection and record keeping accuracy by creating, updating and managing customer communications.

**Skills:*** Quick learner and adapted to the environment
* Acquire skills in Ms Office
* Typing speed – 60 WPM
* Enthusiastic to the work given and punctual.
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