



FARIDA RAHMAT ALI

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📍 Ajman - Al Nakheel 1
📅 Date of birth 11/02/2000
🇧🇩 Bangladeshi
☎ 054 532 9662
👤 Single

★ About me

Born and raised in Ajman, UAE

Visa Status : Father's visa

A Languages

English
Bengali/Bangla
Hindi
Urdu

💻 Computer skills

Excellent Typing Skills
Microsoft Word and Excel
PowerPoint and Internet

★ Skills

Good oral and written communication
Leadership quality, hardworking, energetic, talented, innovative
Creative, Quick learner and Adopting easily

I am a talented, hardworking and energetic person. I seek challenging opportunities where I can fully use my skills for the success of the organization and develop new skills and knowledge

Education

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|-----------------------------------|--|
| Since 2020 | Bachelors of Science In Business Administration Cyprus Institute Of Marketing Ajman City, United Arab Emirates Currently doing my final year of BSC in Business Administration |
| From 2018 to 2019 | Advanced Diploma of Marketing Management Cyprus Institute of Marketing Ajman |
| From 2017 to 2018 | Diploma in Marketing Management Cyprus Institute of Marketing Ajman |
| From February 2017 to August 2017 | Foundation Certificate in Marketing Management Cyprus Institute of Marketing Ajman |

Work experience

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| Since 2020 | Admin and Assistant Accountant Al Nas Elevator Contracting LLC Ajman, United Arab Emirates <ul style="list-style-type: none">• Preparing quotations and contracts• Preparing financial documents such as Invoices, bills, statement of account and accounts payable and receivable• Completing financial reports on a regular basis and providing information to the finance team• Keeping records of all the expenses of the company• Email sending and receiving• Attending to the inquiries and providing the necessary information to the customers.• Sort and file papers, memorandum, invoices, letters, etc.• Photocopying necessary documents and filing them properly. |
| From 2019 to 2020 | Saleslady Promotional Jobs Dubai Done promotional jobs like: <ul style="list-style-type: none">• Cosmetics• Skincare• Food Sampling |
| From 2018 to 2019 | Receptionist Taj medical centre Ajman <ul style="list-style-type: none">• Booking and scheduling patient appointments• Receiving calls• Transfers calls as required• Collecting Payments etc., |