



KHALID ABDULGADIR ALAMEEN GEPREEL

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0522669680

Dubai - ALNAHDA

Skills

Understand spoken information .
Listen to others and ask questions .
Understand written information.
Read and understand work related materials.
Multi tasking

Personal Details

Nationality : Sudan

Objective

Responsible for handling front Office reception and administration duties , including greeting guests and offering them beverages , Answering phones , handling Company Inquiries , and sorting and distributing mail. Also schedule meetings.

Experience

Legend Medical and Supplies 10/6/2014 - 7/6/2016
Receptionist
Greeting visitors and accepting deliveries .
Handling incoming calls and Maintaining Office directories .
Assisting other administrative staff with over flow work, including work processing , data entry research .
Greet clients and Answer the phone and redirect calls to appropriate Offices .

Education

Aljazeera University 2011
Bachelor of Biomedical Engineering

LANGUAGES

- Arabic
- English