



SUZAN HASSAN ALI

✓ Summary

A person who can work in a responsible and challenging position of a professional organization where I can utilize my professional skills, knowledge.

Personal information

 suzanhassan.uae@gmail.com
 0558035306
 AJMAN
 UAE Driving License
 09.03.1987

VISA 2 YEARS



Basic Skills


Microsoft office. (Word, Excel, PowerPoint)


Internet research


English language


Arabic Language

Work experience

Works as a sales representative for 6 months in a company in UAE	2020
Worked as a hotel receptionist in a hotel in the UAE	2019 - 2020
Worked as a Receptionist in Medical Center for 2 Years (Egypt)	2016 - 2017
Worked as a secretary in a law office (Egypt)	2013 - 2015
Worked as a Receptionist in a hospital (Egypt)	2009 - 2012

Education

Graduated from Faculty of Agriculture Department (Agriculture Engineering) Alexandria University - Egypt	2008
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Courses

Holding ICDL Certificate
AXON GLOBAL EDUCATION NETWORK - Egypt

Holding English – Pre- Intermediate Certificate
AXON GLOBAL EDUCATION NETWORK - Egypt

Holding Light Vehicle Driving License UAE

Other Skills

- ★ Communication
- ★ Communication & Team playing
- ★ Presentation
- ★ Leadership
- ★ Law implementation and awareness

References

Available upon request

Ready to start immediately a new post