

CURRICULUM VITAE

IBRAHIM SULIMAN ADAM

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Dubai – U.A.E



CAREER OBJECTIVE

Seeking a challenging career with a distinctive organization, having an operation that provides a motivating work environment as well as an opportunity for career advancement in order to increase and properly utilize my qualification as well as my experience.

PERSONAL INFORMATION

Nationality : Sudan
Date of Birth : 01/01/1995
Gender : Male
Marital Status : Married

EDUCATIONAL QUALIFICATION

- High Secondary School Certificate
- Diploma in Computer

LANGUAGES KNOWN

❖ English, Arabic and Hindi

WORK EXPERIENCE

- I have been working at Carfour 4 Years By Starting as stocker 1 Year - Dubai
- also as a Cashier for 1 Year - Dubai
- also as a Sales Man for 2 Years - Dubai
- Al salhen health center as Receptionist, Details pations from 3-2-2016 to 10-3-2017 - Sudan
- 2 years worked in Al Waha mall as a customer service – Sudan
- Worked as a Merchandiser for 2 Years - Sudan
- 1 Year worked in Dubai felid Hospital as a volunteer (During Covid-19 Pandemic) in World Trade Center and al warsash, U.A.E

Responsibilities

- Responsible for providing an efficient and professional administrative and clerical service to customers and client.
- Providing secretarial services.
- Typing all kinds of papers, letters and researches,
- Scanning and copying papers, certificates, documents...

KEY SKILLS

- Office procedures
- Reception support
- Data Management
- Customer service
- Diary Management
- Filling/Archiving Call Center
- Sales Man

DRIVING LICENSE

License No.	:	3896227
License Type	:	Light Vehicle / Automatic Gear
Place of Issue	:	Dubai
Issue Date	:	15/01/2019
Expiry Date	:	15/01/2021

ADMINISTRATIVE ABILITIES

- Maintaining an electronic hard copy filing system.
- Coordinating and arranging to office equipment.
- Comprehensive knowledge Microsoft Word, Outlook, and Access.
- Effective organizational skills

REFERENCES

Available on request