

EDUCATION

sep 2016 + AJMAN UNIVERSITY, UNITED ARAB EMIRATES
↓
dec 2021 | Bachelor of Business Administration Management

WORK EXPERIENCE

MAY 2019 + DESERT OASIS CARGO
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JUL 2021 | Office Assistant

- Overseeing clerical tasks, such as sorting and sending mail.
- Maintaining files.
- Designed electronic file systems and maintaining the files .
- Improved productivity initiatives, including coordinating itinerary and scheduling appointments.
- Managed clients correspondence and supervised data communication.
- Ensuring the office runs smoothly.
- Scheduling meetings and sending meeting invites to attendees.

MAY 2021 + AJMAN UNIVERSITY
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JUL 2021 | Management Training

- Increased production rate by using excellent time management and leadership skills throughout all tasks.
- I worked for Student Life Department in AJMAN University.

CERTIFICATIONS

Finance certification
Student Life Department certification

LANGUAGES

ARABIC Native
English Fluent

OBJECTIVE

To secure a career opportunity utilizing my Management, Customer Relationship, Organization and Communication skills to the benefit of customer retention and business growth. I am goal and results oriented; a Cross-functional team-builder and dedicated problem solver with solid follow through. Dependable and an Exceptional public speaker and meeting facilitator, especially for presentations and webinars.

SKILLS

High level of MS (Word & PowerPoint)

Arabic & English Keyboarding

E-mail & Internet Searching

Public speaking & presentation skills

SKILLS SUMMARY

- Self-motivated
- Feedback
- Teamwork, Creativity.
- Work under pressure.
- Meeting People
- Communication.