



MONA MUBARAK

0506717174

monatt04@gmail.com

Abu Dhabi, Khaiffa City A,

Abu Dhabi, Select 242

PROFESSIONAL SUMMARY

Diligent Front End Manager with excellent communication and people skills. Resourceful problem solver, providing required resources to maximize efficiency and customer service. Excellent organizational and multitasking skills.

SKILLS

- Administrative support
- Administrative oversight
- Customer service
- Conflict management
- Operations management

EXPERIENCE

Office Manager, Consultant private office , Jun 2003 - Oct 2008, Abu Dhabi, No Selection

- Oversaw day-to-day operations and assisted in challenge resolution to reduce potential downtime.
- Managed master office calendar and coordinated appointments, meetings and travel dates.
- Coordinated office workflow and monitored task completion to evaluate quality and performance.
- Oversaw office supply inventory, usage and replenishment for fast-paced office environment.
- Addressed customer inquiries and promptly resolved complaints.

EDUCATION

Bachelor of Arts, Communication and marketing

Dec 2017

Concordia university USA - Delaware , United States

- GPA 3.8/4.

LANGUAGES

English , Fluent

Arabic