



# Fatima Yusuf Abdi Alrahman Ali



+971562440373



fatmayu1239@gmail.com



Nationality : Somalia , Alain, UAE

## SKILLS

- Organized. Time Management.
- The Ability to Develop the Project.
- Ability to Work Under Pressure.
- Excellent Communication Skills.
- Ability to Participate with Team.
- Microsoft Office. E-mail and Internet Explorer.
- English & Arabic Keyboarding.
- Self motivated with a pleasing and very positive attitude.
- The ability to provide solutions and consultations in the field of business
- Data entry
- Schedule management

## EDUCATION

2020

Alain University | *ALain*  
Bachelor degree: Human  
Resource Management

## PROFESSIONAL SUMMARY

Personal Information Looking for a responsible and permanent position where in my skills and experience by invested to produce best result for the organization at the same time to enhance my abilities and attains growth.

## WORK HISTORY

07/2019 - 09/2019

**Irtiqaa center** | ALain, UAE

Accountant

- 1. Assist in monthly closing and year end procedures.
- 2. Record monthly journal vouchers for prepayments and maintain prepayment schedule.
- 3. Checking and verifying staff expense report .
- 4. Proactively suggesting improvements to the expense policy if needed.
- 5. Prepare monthly report.
- 6. Ensure timely and accurate preparation of balance sheets, profit and loss statements, and all other accounting records.
- 7. I worked in Firstbit program .

04/2014 - 07/2016

**consulting office, Info age consualting** | Abu Dhabi, UAE

Receptionist

- 1-Welcoming client provide accurate , valid and complete information by using the right method.
- 2-Manage large amounts of incoming calls.
- 3-Organize and schedule meetings and appointment.
- 4-Reply to email, telephone or face to face enquiries and writing emails.
- 5-Photocopy and print out document on behalf of other colleagues.
- 6- keep and update record office expense and cost .
- 7- Receive, sort and distribute daily mail/deliveries.
- 8- Order front office supplies and keep inventory of stock

09/2013 - 06/2014

**BENT-ALDAR** | ALAIN, UAE

## Personal Assistant

- 1-Answer and direct phone calls in a polite and friendly manner
- 2-Welcome visitors in a warm and friendly manner, and answer any questions visitors have
- 4-Maintain reception area and all common areas in a clean and tidy manner at all times
- 5-Keep detailed and accurate records of visitors.
- 6-Receive deliveries; sort and distribute incoming mail
- 7-Take inventory of supplies and restock as needed.
- 8-Assists with other related clerical duties such as photocopying, scanning, filing, and collating typing letters, presentations.
- 9- Planning events.
- 10- Coordinate and schedule calendar appointments.
- 11- Manage all incoming and outgoing communications.