



LINDA GEORGE



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Sharjah, United Arab Emirates



lindageorge116@gmail.com

OBJECTIVE

I desire to join a Company that has vision for growth and advancement. I have extensive experience in Customer Service and retail, which I believe would be an asset to an organization that aims for progress. My long-term goal is to reach my full potential and further my growth with your team that will factor in the firm's advancement.

EDUCATION

HND Leading BA-Business Management

2018 - 2020

University of Wolverhampton, Westford College

Sharjah, United Arab Emirates

Higher Secondary School Certificate

2017

Indian Excellent Pvt. School

Sharjah, United Arab Emirates

Secondary School Certificate

2015

The Emirates National School

Sharjah, United Arab Emirates

STRENGTHS

- Active
- Intellectual
- Quick Learner & Quick Thinker
- Smart Worker
- Energetic
- Self-Motivated
- Independent
- Flexible Team Worker

EXPERIENCE SNAPSHOTS

Woodhouse International FZE | Oct 2019 - Present
Internal Sales Representative

Creativa Art Centre | Feb 5th – March 10th
Part Time Personal Assistant

Carelabs | Aug - Nov, 2018
Sales Operations Assistant

EXPERIENCE - PROVEN JOB ROLE

ADMINISTRATOR - Role includes:

- To design, sort out and regulate the exercises, the area of expertise, office or divide productively.
- To be aware and educated of new advancements identified with the capacity. Keeping up an imaginative and trial state of mind toward change, so as to persistently enhance the operation.
- To prescribe the authoritative structure and staffing that complement the workplace.
- To set up and keep up an authoritative atmosphere that empowers the improvement, maintenance and an abnormal state of resolve among the faculty.

ABILITIES

- Excellent Customer Services Skills
- Strong Analytical / Decision making Skills
- Good Temperament to deal with difficult customers
- Coordination, Negotiation & Presentation Skills
- Goal Oriented - Result Driven - Hardworking
- Compliant Handling / Telephone Skills
- Having Good communication skills, dedication, hard-working and leading activities.

PERSONAL DETAILS

- Surname : George
- Date of Birth : 25th July, 1999
- Nationality : Indian
- Marital Status : Single
- Languages : English, Arabic, Hindi & Malayalam
- Notice Period : Immediately

PASSPORT DETAILS

- Passport Number : N1268922
- Place of Issue : Dubai, U.A.E.
- Visa Status : Employment Visa

REFERENCE

Personal and professional references for above are available on request.