

Curriculum Vitae

FARHANA SEYED IBRAHIM

Mobile : 055 4861312

Email : attargirl2010@gmail.com

Sharjah, UAE



careerObjective:

Seeking a long term career with an outstanding organization where my experience enthusiasm and self-motivation are fully utilized to wards organization development and work spirit environment to assure suitable career prospects.

Communication skills

- ❖ Good communication skills and working well in a team
- ❖ Good knowledge of English speaking and writing
- ❖ Basic knowledge in MS office
- ❖ Excellent team building & team management skills.
- ❖ Ability to handle administrative requests from management.
- ❖ Ability to file documents in physical and digital records.
- ❖ Ability to preparation of documents like letters, reports & emails
- ❖ Ability to develop and maintain filling system.
- ❖ Ability to copy, scan and store documents.
- ❖ Excellent written & verbal communication skills.
- ❖ Liaise with executive to handle requests & queries.
- ❖ Ability to handling all requests from professional.
- ❖ Ability to train new employees with new systems.
- ❖ Excellent organizational & time management skills

Work Experience

- ❖ Working Experience as a Supervisor in **MOWASALAT (Emirates Transport – Ministry of education, Dubai)** Feb 2010 to till Date
- ❖ 3 Year Working Experience as a Receptionist and in charge office admin and cashier
JC STAR GENERAL TRADING IN DEIRA, DUBAI. (2007-2010)

Duties and Responsibilities

- ❖ Administrating & managing the day to day cash
- ❖ Management of office equipment
- ❖ Maintaining a clean and enjoyable working environment

- ❖ Handling external or internal communication or management systems
- ❖ Managing clerical or other administrative staff
- ❖ Organizing, arranging and coordinating meetings
- ❖ Sorting and distributing incoming and outgoing post
- ❖ Receiving and dispatching deliveries
- ❖ Assisting with mail as required
- ❖ Possibly handling event coordination, both internally and externally
- ❖ Handling queries and complaints via phone, email and general correspondence
- ❖ Greeting all visitors

STRENGTH

- Excellent telephone manner
- Adjustable to any environment and keep positive attitude.
- Excellent public relation skills

Education Qualification:

- ❖ Secondary School Central Board of Education
ZUBAIDHA HIGHER SECONDERY SCHOOL KAYALPATANAM, INDIA

Personal Information

Name	:	Farhana Seyed Ibrahim
Nationality	:	India
Gender	:	Female
Civil status	:	Married
Visa status	:	Employment visa(Transferable)
Languages	:	English (Read, Write and Speak)
Hindi	:	Speak
Arabic	:	Read, Write and speak
Tamil	:	Read, Write and speak

Declaration:

I hereby declare that all the information provided above is true to the best of my knowledge.

Farhana Sayed Ibrahim