

Fatima Amir Mohamed Abbas
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Career Objective:

I am looking for a career position where I can bring a high degree of skill, initiative and enthusiasm, and where I can apply my range of talents including excellent interpersonal abilities.

Personal Synopsis:

I am a quick learner, highly intelligent, inquisitive and do not afraid of challenges. I have excellent customer facing and team leading skills, strong analytically and communication skills. I am prepared to study to obtain extra qualifications and I am keen to extend my current knowledge and always give the maximum effort.

Education:

- **B.Sc. International Business Administration** from Modern American University of Science & Technology – Jeddah, Saudi Arabia.

Skills:

- Proficiency in the use of the computer and office programs
” word-excel-PowerPoint”
- Fast typing
- Writing formal letters
- Decision making
- Self-motivation
- Conflict resolution communication,
- The ability to persuade and deal with clients

Work Experience

Function:

Organization's name: Al-SHAHBA Trade L.L.C
Duration: Mar'2016– Apr'2017
Designation: Secretary
Location.: Jeddah, Saudi Arabia

Responsibility:

- Office organization,
- editing of correspondence,
- preparing reports, processing incoming and outgoing mail,
- organizing office archives and all matters related to administrative and organizational affairs of the office.

Function:

Organization's name: AHBA Aviation services CO.LTD-Saudi airlines-
Duration: jul2017-jun2018
Designation: host ground services "Check-in -Counter staff
Location: Sudan/Khartoum International Airport

Responsibility:

- Reviews travel information manual, and checks lists
- The counter procedures for entering the passenger's data on the plane's system and making sure that they carry the necessary papers such as tickets, passport and health cards
- The weight of the bags and luggage must be identical to the required weight and that the luggage is not allowed in air freight
- Ensure that the passenger's visa is correct and correct
- Check the cards for the bag to the last destination
- Basic boarding procedures
- Gateway procedures to board the plane
- Ensure and ensure that all passengers are present in the last departure hall before boarding the plane and that the number is complete and matching the number of boarding passes to the number on the system

Function:

Organization's name: Amlak Contracting
Duration: Jan '2019 -Jan '2020
Designation: Secretary
Location.: Alexandria - Egypt

Responsibility

- Coordination of meeting dates& meeting clients
- Office organization,
- editing of correspondence,
- preparing reports, processing incoming and outgoing mail,
- organizing office archives and all matters related to administrative and organizational affairs of the office.

Personal Details:

- Father's Name: Amir Mohamed abbas
- Date of Birth: 13th July 1994
- Gender: female.
- Marital Status :Married
- Nationality: Sudanese
- Languages Known: Arabic & English & German
- Visa status: Residence visa ability to change