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**Career objective**

* Looking for a position as an admin assistant in an established organization where I could perform my skills and ability for the mutual future growth and profit.

**Summary of skills**

* In depth knowledge of Microsoft office suites and internet telephone operations.
* Quick learner of new software applications.
* Ability to type 100 w/m.
* Professional in spelling and grammar in English and Arabic.
* Professional verbal and written communication skills.
* Proficient in managing the documents.
* Expert in assisting the seniors and manage the routine daily organization life.
* Good command over handling the documents.
* Can manage multiple tasks.

**Professional experience**

* Registrar in a university for one year.
* Admin assistant in a telecommunication company for two years.

**Certification in:**

* Bachelor degree of communication engineering.
* Bachelor degree of adminstaration and management.
* Diploma for information technology.
* Certificate of computer application.
* High school certificate.

**Personal details:**

* Languages known: English, Arabic and my mother tongue.
* Date of birth: 05/03/1994
* Hobbies: writing, reading, walking beach.