

## Ala

## UAE Experienced Sales and Admin Executive

## Address: Dubai, United Arab Emirates

## Email: [ala.264394@2freemail.com](mailto:ala.264394@2freemail.com)

## Languages: English and Arabic

## Nationality: American

## Marital Status: Single

## Age / D.O.B. 25 / November 2, 1990

## Drivers’ Licence: U.S. Driver’s License Holder since Year 2009

## *Welcome to my Profile!*

**Aspiring Entry-Level Candidate Seeking an Assistant Administrative Job\_**

# **O**bjective

To be a part of a well-established company that will enhance my knowledge and capabilities for the improvement of my professionalism as well as the firm’s interest.A dedicated, a motivated, and a self-learner candidate seeking a sales representative/associate job with a strong commitment and passion utilizing entry-level background experience working as a part of a team in a busy office environment. Devoted and focused Customer Service Representative who excels at prioritizing, finishing multiple tasks at once and following through to achieve goals and finish all responsibilities; seeking a role of increased accountability.

# **P**rofile **S**ummary

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Reliable and hard-working and works to meet all the needs to become a successful representative for the company. Committed to help the company grow by developing creative ideas; supportive of managers and colleagues. Exceptional experience and proven accomplishment in helping company growth development and solving any issue as well as having good team work skill. Have decent communication skills, and approachable; able to establish good working relationships witha variety of different people.

# Education/qualifications

M.B.A. in Human Resource Management

Capella University Fall 2015-  
TEFL/TESOL Certification (Grade: A1) International TEFL

Academy, Chicago, IL, March 2013

Bachelors' Degree Integrative Studies,

Elementary Education (GPA: 3.27)

George Mason University Fairfax, VA, August 2013  
Associate Degree, Business Admin.

(GPA: 3.4)   
NOVA, Annandale, VA NOVA, VA, August 2011

## Related Courses:

* **OPERATIONS MANAGEMENT COURSE(OM 301)**
* **PRINCIPLES OF MARKETING COURSE (MKTG 301)**
* **PRINCIPLES OF MANAGEMENT COURSE (MGMT 301)**

## Course Descriptions:

**Operations Management Course (OM 301):**Examines an organization’s operations, including design, management and improvement processes, projects and supply chains, in both product and service environments. Uses analytical models to support key planning and control activities.

**Principles of Marketing Course (MKTG 301):**Examines marketing principles and practices for analyzing, creating, delivering, capturing, and communicating value to customers.

**Principles of Management Course (MGMT 301):**Examines managerial work under range of business models and rapidly changing business conditions. Managerial functions and activities including planning, organizing, balancing conflicting demands, leading and controlling are examined in depth and in context of current organizational examples.

# Strengths

* Microsoft Office Proficiency
* Operating Systems: Windows XP, NT, 2000
* UNIX Applications: Word Perfect, Microsoft
* Word/Office, PowerPoint, Smart Board
* Databases: Microsoft Access, Internet Browsing
* Thorough Attention to Detail
* Results-Oriented
* Self-Directed
* Professional and Mature
* Strong Problem Solver
* Strong Interpersonal Skills
* Understands Grammar

# Professional Experience

* **Executive Secretary/Sales Coordinator/HR Assistant**

Swiss Perfume Company F.Z.E. – Industrial Zone

October 2015 – Present

**Location: U.A.E., Hamriyah Free Zone, Sharjah**

## Job Responsibilities / Descriptions:

1. **HR/ Admin Work / Basic PRO Work:**
2. Conducting Interviews
3. Handling HR Forms: Record Maintenance, Payrolls
4. New Hire Application Process
5. New Employee Orientation
6. Clerical Support
7. File Auditing
8. **Direct Work with the Company’s C.O.O., and C.E.O.:**
9. Complete all tasks asked from the C.O.O. or the C.E.O., such as:
10. Filing, Organizing, Preparing, Emailing, Conducting Phone Calls, Arranging Meetings With theClients, Communicating With All the Clients
11. Meeting Up With the Day-to-day Tasks
12. **Sales Coordinator:**
13. Sales Support
14. Completing all of the Sales Quotations for the Perfumes Orders
15. Maintain Sales Records
16. Arrange for the Production and Supporting Material
17. Order Satisfaction: Input Orders to the Company’s Computer System / Ensure that Orders are Processed in Line with the Customers’ Delivery Requirements

* **Teacher:**

Gar-Field High School

September 2013 – July 2014

**Location: U.S.A., Woodbridge, VA**

**Phone Number to Contact: +1 703-730-7031**

* **H&M Sales Associate/Representative**

January 2010 - August 2011

**Location: U.S.A., Fairfax, VA**

**Phone Number to Contact: +1 703-934-7061**

## Job Responsibilities / Descriptions:

1. Team Work on Project Completions and Company Development
2. Manage All Tasks
3. Customer Service Representative
4. Multi-Tasking, Completing More than One Task at a Time
5. Major on Time Management

* **Office Secretary, Arab-American Translation**

May 2008 - August 2009

**Location: U.S.A., Falls Church, VA**

## Job Responsibilities / Descriptions:

1. Work in a Busy Work Office and Be Able to Manage all Task Requirements Needed and Complete all on Time
2. Creating and Adapting New Project Development Ideas
3. Well-organized Structural, Administrative, and Systematic Skills
4. Basic Translation for Any Documents

# **K**ey **C**ompetencies

* U.S. Citizen (Nationality: American)
* Bilingual: Fluent in English and Arabic (Native Language: English)
* Excellent time management, presentation, and verbal/ written communication skills
* Ability to learn quickly
* Strong work ethics and ability to multi-task while maintaining a high-level of productivity
* Experienced in successfully working in team work
* Excellent spelling, proofreading and computer skills

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# **K**ey **C**ompetencies and **S**kills

1. Dean’s List  
2. Recipient of numerous letters of applications from parents for dedication and efforts  
3.Planned numerous extracurricular activities  
4.President’s Letter from Barack Obama 2009  
5. National Honor Society (High School)

**PERSONAL INFORMATION:­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Date of Birth :**November 2, 1990**

 Age :**25**

 Sex :**Female**

# Declaration

I hereby state that the above mentioned informationis true. If you give achance to me in your respected organization, I can demonstrate my skills and workmanship and I will be abenefit to your company.

ALA

Applicant