**First Name of Application CV No 1622088**

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DOB: 20/May/1990

Gender: Female

Status: Single

Key skills

* Office procedures
* IT skills
* Reception Support
* Data Management
* Customer Service
* Filing/Archiving/Reporting
* Comprehensive knowledge of Microsoft office
* Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, and Analyzing Information.
* Strong communication skills and public information
* Ability to multi tasks and manage conflicting demands
* Excellent written and verbal communication skills( English/Arabic)
* Ability to work under pressure/stress full conditions

 Career summary

 A highly practical, flexible and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner that can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex, busy office environment and multi ethnic environment. I am now looking for a career advancement opportunity with a company that will allow me to develop my skills & potential and to share my experience.

Work experience

Nile Valley School

Business office secretary + school receptionist

08/2013-07/2015

* Answer telephones and transfer to appropriate staff member.
* Meet and greet clients, parents and visitors.
* Create and modify documents using Microsoft Office.
* Other duties as assigned.

TPA- Third Party Administrator

Medical Insurance Company

Claim manager- Supervisor of data entry department

01/2013-07/2013

* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
* Enters customer and account data by inputting alphabetic and numeric information on keyboard.

NAS Port Sudan -Khartoum International Airport

(National Aviation Services)

Passenger Service Agent

01/2012-6/2012

* dealing with passenger enquiries about flight departures and arrivals
* checking passengers in
* giving seat numbers
* providing boarding passes and luggage labels
* telling passengers about luggage restrictions
* weighting baggage and collecting any excess weight charges
* taking care of people with special needs, and unaccompanied children
* Calming and reassuring nervous passengers.

Abu Ella for Construction and Trading Enterprise Company

Administrative Assistant

02/2011-07/2011

* Providing secretarial services such as setting up meetings and taking minutes
* answering the telephone and passing on calls, e-mails
* reception duties such as greeting and looking after visitors
* typing and setting up documents such as letters and reports
* keeping computer records up to date
* filing
* using office equipment such as printers, photocopiers and fax machines
* managing staff appointments

 Academic qualifications

American University in London

Bachelors of computer Information System

2006-2011

Unity High School

(I.G.C.S.E) (O-level)

1997-2006

Other Certificates

NAS Port Sudan

03/2012

* Basic Airport Operations
* Airport Safety and Security

Sudan Air Ways Training Center

6/2011

* Basic Passenger Fares and Ticketing

Orange International College

Kuala Lampur- Malaysia

5/2010

* Project Management (6 days)

Swedish Free Mission Sudan Programme

Development Studies (5 days)

5/2007

* Communication and Learning in a group
* Development and Underdevelopment
* Poverty and Power Relationships

London College of Makeup

01/2016

* Advance Makeup certificate course (4 weeks)

03/2016

* Arabic and Asian makeup (2 days)