**First Name of Application CV No 1682526**

Whatsapp Mobile: +971504753686



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**Objective**

* **Seeking to work in a reputed company where the professional environment will enable me to actualize myself and achieve my career ambition by the mean of being creative and entrepreneur in any appropriate domain.**

**Education**

* **2013-2014:Flight attendant diploma** **(El Jadida – Morocco)**
* **2011-2012 :High school certificate, with honors (El Jadida – Morocco)**

**Working Experience**

* **September 2014–August 2015 : New Al Bawader Facilities Management(Abu Dhabi – UAE)**

**Assistant Secretary:**

* **Answering Telephone Calls, Ordering Supplies.**
* **Filling, Photocopying and faxing documents.**
* **Creating Invoices.**
* **February 2014 : Internship, Ibtihal Accounting Firm (Casablanca – Morocco)**

**Assistant Account:**

* **Assisted in preparation of documents**
* **Contact with customers**
* **Preparing periodic report (record of employment, annual declaration and annual report)**
* **July 2012 – January 2013 : Seasonal work, American Center** (**El Jadida – Morocco)**

 **Receptionist:**

* **Answering Telephone Calls.**
* **Filling, archiving, photocopying and scanning documents.**
* **Keep customers informed and aware of the prices and courses of the American Center.**
* **August 2010 – October 2010** : **Seasonal Work, "MARWA" female clothes shop**

(**Casablanca – Morocco)**

**Sales Agent:**

* **Contact with customers.**
* **Reception, Sale and ordering supplies.**
* **Telephone Etiquette.**

**Skills**

* **Proficient in Microsoft word, excel and power-point.**
* **Awareness of customer service principles and practices**
* **Superb leadership, coaching and mentoring skills**
* **Fast Learner**
* **Decision maker**
* **Effective communication and time management skills.**
* **Hotel booking.**
* **Safety and security.**

**Language**

**Arabic** **: Mother Tongue.**

**French** **: excellent (written and spoken).**

**English :excellent (written and spoken).**

**Interests**

 **Sport , books , travelling …**