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| *To home so ever it may concern*    Dear Sir/Madame,  I'm currently seeking an opportunity to build a professional career at your well-reputed organization. My experience covers a broad range of Property Administrator, facility management, MEP  , Customer Services, Sales, Operations and Real States finance skills enabling me to be of an aid to contribute in the growth of your esteemed organization. I have intentions to pursue my education in order to apply To-Be Acquired knowledge to real world issues during my employment at your Organization.  My objectives are highly focused and goal oriented towards bringing High quality of valuable dedication to contribute to the working Environment in addition to being a valuable asset to your organization.  Looking forward towards a favorable response.   |  |  | | --- | --- | | AbuShaqra |  |  |  |  | | --- | --- | | PERSONAL DATA | | | Age: | 30 | | Date of Birth: | January 30, 1986 | | Gender: | Male | | Civil Status: | Married | | Height: | 172 cm | | Weight: | 75 kg | | Nationality: | Palestine | | Religion: | Islam |      |  |  |  | | --- | --- | --- | | WORK EXPERIENCE | | | | I have been working for 8 year(s).   |  |  |  | | --- | --- | --- | | 1. | Position: | Facility Management Supervisor | |  | Duration: | December 2015 – Present | | Company: | Khidmah LLC | | Company Industry: | Real Estate | | Location | Abu Dhabi UAE | | Department: | Facility Management | |  | Responsibilities:   * project (Musanada) * Manage and keep client information * Government Follow up maintenance work in the buildings. * Supervise the soft services and maintenance |  |  |  |  | | --- | --- | --- | | 2. | Position: | Property Administrator | |  | Duration: | July 2013 – November 2015 | | Company: | Khidmah LLC | | Company Industry: | Real Estate | | Location | Abu Dhabi UAE | | Department: | Property Management | | Job Description: | Tools:   * Yardi System – Main tool to store all financial and personal information * Microsoft Excel – Used for creating templates, analyzing and interpreting data. | | | | | 3. | Position: | Store Manager | | Duration: | September 2011 – December 2013 | | Company: | Al Ittimad Foundation EST | | Company Industry: | foundation and building | | Location | Abu Dhabi | | Department: | Management Department | | Job Description: | Tools Used:   * Management Inventory System * Microsoft Office   Responsibilities:    • Working and Evaluating suppliers performance  • inventory stock  • Monitoring the material quantity Daily, Monthly and Yearly.  • Provide assistance to the Sites that needs more material and services  • Manage the schedule of each employee  • Managing Logistics transport from and to site | | 4. | Position: | Sales Executive | | Duration: | April 2010 - August 2011 | | Company: | Emirates Islamic Bank | | Company Industry: | Bank/Financial | | Location | Abu Dhabi | | Department: | Sales Department | | Job Description: | Tools:   * Microsoft Office   Responsibilities:     * Provide detailed and accurate information to customers of a financial account over the phone * Provide assistance in fixing concerns of customers regarding their financial account such as account blocks, dispute, account orders and retention processing. | | 5. | Position: | Teller | |  | Duration: | June 2008 - March 2010 | | Company: | Al Ansari Exchange | | Company Industry: | Money Exchange and Transfer | | Location | Abu Dhabi | | Department: | Customer Service | | Job Description: | Tools:   * Tellex Transfer Information System * Western union system   Responsibilities:     * Provide excellent customer service through the understanding of customer needs * Handling cash and using operating system to input data and making proof * Applying the company rules and regulations to make fast and accurate transaction * Respect anti-money laundering rules and reguslations |  |  |  |  | | --- | --- | --- | | 6. | Position: | Customer Service | |  | Duration: | March 2007 - March 2008 | | Company: | Iqtan Company ( Abu Dhabi Municipality) | | Company Industry: | IT Industry | | Location | Abu Dhabi | | Department: | Customer Service | | Job Description: | Tools:   * Aradi System * Microsoft Office   Responsibilities:     * Transfer lands, process includes letter and system transaction * Register properties in Tawtheeq system |  |  |  |  | | --- | --- | --- | | EDUCATION | | | |  | Highest Education |  | | Education Level: | College Level (Graduate) |  | | Education Field: | Computer Technology |  | | Course: | Diploma in Business Administration & Computer information Systems (Double Major) |  | | School/University: | Emirates College of Technology |  | | Location: | Abu Dhabi |  | | Date: | 2004 - 2007 |  |      |  |  |  |  | | --- | --- | --- | --- | | TECHNICAL SKILLS | | | | |  |  |  |  |    Knowledge of relevant computer applications - Knowledge of administrative procedures - Interpersonal skills - Communication skills - verbal and written - Listening skills - Problem analysis and problem-solving - Attention to detail and accuracy - Data collection and ordering  - Customer service orientation - Fluent in English - Initiative   |  |  |  |  | | --- | --- | --- | --- | | LANGUAGES SPOKEN | | | | |  | Language | Proficiency Level (5=Excellent;1=Poor) |  | | 1. | English | 4 |  |      2. Arabic 5 |
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**Job Seeker First Name / CV No: 1715406**

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