**Sarah**

**Personal Information:**

**Nationality :** Albanian

**Birth date :** 26 June 1986

**Gender :** Female

**Marital Status:** Married

**Summary:**

Energetic Administrative Assistant with Four years’ experience in high-level executive support roles. Organized and professional.

**Highlights:**

* Microsoft Office proficiency
* Excel spreadsheet
* Time management
* Professional and mature
* Strong problem solver
* Dedicated team player
* Understands grammar

**Working Experience**:

Administrative Assistant

April 2012 to Current

AMIDEAST-Abu Dhabi

* Administrative Assistant in Testing department, arranging for Tests with clients and sending test material in a secured way.
* Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. (When it is needed)

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* Made copies, sent faxes and handled all incoming and outgoing correspondence.

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* Organized files, developed spreadsheets, faxed reports and scanned document
* Managed the day-to-day calendar for the company’s senior director.

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* Received and distributed faxes and mail in a timely manner.
* Received and screened a high volume of internal and external communications, including email and mail.
* Wrote reports and correspondence from dictation and handwritten notes.
* Creating invoices.
* Receiving checks.
* Arranging for Currier company pick-ups from office on daily basis.
* Directing a group of employees when it is needed.

Administrative Assistant

August,2012 t0 April 2012

Higher Collage of Technology-Abu Dhabi.

* Registering candidates online for specific tests assigned by companies.
* Preparing assessments for candidates.
* Data entering.
* Sending reports with the results of the candidates.
* Working in “Prometric Test Center “, Checking candidates in and out of their test, proctoring and supervising them during the test period.

Administrative Assistant

November 2007 to April 2011

Sands Academy School, -Jordan

* Registering students.
* Filing students’ documents.
* Arranging parent’s meetings.

**Education:**

Zarqa Private University, Jordan 2003-2007.

B.E.L. Bachelor in English Literature

#### Languages:

* Arabic : Mother tongue
* English : Excellent
* Albanian: Very Good

**Training Courses:**

1- English and Arabic Typing course, Jordan 2007.

2- ICDL, 2007.

3- TOEFL, Jordan.

4- A + training course, Jordan.

5- Accounting for Non-Accountants course, Jordan.

6- Accounting using Excel course, Jordan.

7- Portage, 2010.

**Job Seeker First Name / CV No:1718442**

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