**CURRICULUM VITAE**

-PERSONAL DATA:

-Name: Abdulqani

-Date & place of birth: 6/02/1996 Ajman -Nationality: Somalia -Marital status: single

-EMAIL: abdulqani.314466@2freemail.com - driving license: yes

-OBJECTIVES :

 To pursue a challenging career in a dynamic financial in the area of Administration management & or generational Development, Where the Opportunity to utilize Knowledge and Experience are available for the interest of the company as well as to build up professional career.

-EDUCATIONAL:

- General Secondry Education Certificate.

- Al- Mazaya school for secondary education – sharjah

-Financial Accounting Diploma

TECHNICAL SKILLS:

Computer:

-good in Arabic and English Keyboarding - Good in using Microsoft office (work, Excel, Access, Powerpoint).

Office: - answer the telephone and take messages

-prepare and send mail messages

-prepare letters memos faxes in english and Arabic -filing

-LANGUAGE:

-Arabic: **Very Good command in Reading, Writing and Fluent Speaking.**

- English: **Very Good command in Reading, Writing and Fluent Speaking.**

-PERSONNEL & TECHNICAL SKILLS:

-Very good communication skills. -Very good computers (windows & offices)& internet skills. -work discipline. -Hard worker. -Punctuality. - Strong desire to acquire new knowledge.

- Skills at work:

- Computer use and easy to deal with Internet.

- Commitment to official work and scheduled appointments.

 - Maintaining secrets and workflow.

Experiences:

I was Work in Customer service for one year in Mcdonalds Sharjah.

1. Taking the orders of customer
2. Taking the customer's site and register

 I was Work in call center for tow year in Ajman Chamber.

1. Taking customer inquiries
2. Tell him steps registration certificate of origin
3. transfer the call

-Greetings: - I thank you for taking the time to have a look at my profile. - I really hope we can secure and land a suitable job within your Esteemed Organization. -Again I appreciate all the efforts and really hoping we can have a sit down and discussed job opportunities.

-Available Immediately  -Kind Regards -Abdulqani