

E-Mail: raida.319276@2freemail.com

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| Curriculum Vitae |

**Name :** Raida

**Date of Birth :** August7th 1973

**Nationality :** Syrian

**Marital Status :** Married

**Sponsor :**  Under Husband's residence

**Objective :** To contribute towards the growth and development of a growing organization that offers challenging opportunities and appreciates performance.

**Education :** 1.Applied Science University, Amman-Jordan, High Diploma of Computer Science of IT, June 1993.

2. High Diploma of Business Administration, Al Khwarizmi International College, Abu Dhabi, 2011

**Training Courses :**

 -Certificate of Attendance (for successfully completing the Continuing

Professional Development) in ***Behavior Management***, May 2014.

**-**Completed TOEFLE IBT**,**Al Khwarizmi International College,Abu Dhabi,February 2011.

**- Power Point 2010**

**-**Microsoft Access 2.0, NDC,Abu Dhabi

 **-**Business Meeting, NDC, Abu habi

 **-**Microsoft Project: Creating Project Schedule, NDC, Abu Dhabi

 -Microsoft Excel Advanced, (Zenith Training Institute), Sponsored by NDC, Abu Dhabi

 -DOS, M.S Windows, WinWord& Excel, (Zenith Training Institute), Sponsored by NDC, Abu Dhabi

**Languages**  **:** **Arabic**: Fluent in Speaking, Reading & writing “Native”.

 **English**: Fluent in Speaking, Reading & writing.

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| Professional Experience  |

1. **From July 2015 up to date**

**Position: -** Ex. Secretary

 **Dubai Stars Electro mechanic contracting**

1. **From January 2014 – July 2015**

**Tender Moments Nursery**

**Position: -**Ex. Secretary &English Teacher for KG1 & KG2

1. **From June1995 – February1999**

**NATIONAL DRILLING COMPANY (NDC)**

**Position: -Executive Secretary for the Financial Manager &**Secretary of the Accounts

Section

**Responsibilities:**

* Receive all incoming correspondence and distribute the same to the concerned authority.
* Prepare correspondences for both internal and external distribution.
* Filing and document control of all correspondence and other related documentation.
* Prepare reports and other matters when assigned by concerned authority.
* Ensure timely archiving of files/documents/records as per archiving procedures.
* Be conversant with the company's document and record control procedure and ensure

implementation of stated requirements in the area of responsibility.

1. **From April1994 toFebruary1995**

**ABU DHABI OIL COMPANY(ADOC)**

**Position:**Receptionist.

**Responsibilities:**

* answer telephone, screen and direct calls
* take and relay messages
* provide information to callers
* greet persons entering organization
* direct persons to correct destination
* deal with queries from the public and customers
* ensure knowledge of staff movements in and out of organization
* monitor visitor access and maintain security awareness
* provide general administrative and clerical support
* prepare correspondence and documents
* receive and sort mail and deliveries
* schedule appointments
* maintain appointment diary either manually or electronically
* organize conference and meeting room bookings
* co-ordinate meetings and organize catering
* monitor and maintain office equipment
* control inventory relevant to reception area
* tidy and maintain the reception area

Copies of qualifications and certificates will be provided upon request**.**

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| SKILLS |

* Excellent communicator, able to liaise effectively with people at all levels.
* Thrives on new challenges.
* Have mature and responsible approach to work and adapt easily to new situations.
* Have Patience to deal with the clients.
* Initiative and accepting changes.