**HAJIR**

**HAJIR.331591@2freemail.com**

**Personalinformation:**

Nationality : Sudanese

Date Of Birth : 1984

Visa status : Visit visa

MartialStatus : Single

**OBJECTIVE**

To work a position where can utilize my skills, Ability and upon my practical experience. Be a part of professional organization, where I would gain exposure to global trends and work as a part of a motivated team to reach a higher level. Have great enthusiasm to render my service in a professional organization.

**EDUCATION :**

2002 – 2005 Alneelain University, Khartoum Sudan

B.A In Arts (English Department).

**TRAINING COURSES :**

Diploma In Computer Program

Kinder Garten Course

**WORK EXPERINCES :**

**Havava Hotel (01/04/ 2008 – 15/12/2016) Receptionist .**

My current core roles are :

Taking reservations calls, Telephone operator and receptionist in Sudan.

**COMMUNICATION SKILLS**

* Enjoy teamwork.
* Working with other staff in the workplace and in groups.
* Self –motivated with excellent problem solving.
* Have good organization skills.
* Good user for Computer & Internet (Microsoft Office Word, Excel, PowerPoint)
* Excellent communication.

**Computer Literacy:**

* Expert in MS office
* Internet Surfing and emailing
* General English
* Introduction to computer skills
* Desktop computer skills-archiving
* Microsoft Excel 2010 Basics

**LANGUGAGE PROFICIENCY :**

Language Read Speak Write

Arabic Excellent Fluent Excellent

 English Excellent Fluent Excellent