***Curriculum Vitae***

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|  |  |  | Name | : | Rabia Lelafi – CV No. 1989738 |  |  |
|  |  |  |  |  |
|  |  |  | Nationality | : | Algerian |  |  |
|  |  |  | Marital Status | : | Single |  |  |
|  |  |  | Visa Status | : | Employment / transferable |  |  |
|  |  |  | Driving License | : | U.A.E Valid License |  |  |
|  |  |  | Qualifications | : Licentiate from Farahat Abbas Univeity Algeria |  |  |
|  |  |  | Date of graduate | : | 1995 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Religion | : | Muslim |  |  |
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**OBJECTIVE**



To obtain a career painter based position in a firm that fosters growth and interpersonal skills, allowing me to utilize my experiences in sales and marketing, while contributing to the progress of such an organization.



**PREVIOUS WORK EXPERIENCE ( FRENCH TEACHER IN ALGERIA12 YEARS EXPERIENCE AND 2 YEARS IN AL FARES INSTITUE SHARJAH)**



From 2006 – 2007, Al Bonian Contracting Company as Secretary Cum Receptionist handling the following responsibilities :

* Answer phone calls
* Performing follow-up calls for customers
* Operates Office Equipments like, fax machine, computer and photo copy machine.
* Document controller and archiving.
* All types of transactions, labour office, Immigration Medical fitness, and contracts. Government correspondence etc….
* Executing monthly inventory for office supply and stationeries.

From 2000 – 2005 Al Bunian Contracting Company as Assistant to Purchase in charge & General Manager. Handling the following responsibilities.

* Performing follow-up with supplying the materials to various sites.
* Sending inquires to suppliers for quoting, pricing and preparing the compression sheets.
* Negotiation with suppliers in order to obtain the best prices.
* Reporting to the General Manager.
* Follow up with clients for sample approval and obtaining their approval.
* Supervising & monitoring supply to the sites
* Making LPO's, Quotations, Invoice and Delivery Notes.



**WORK EXPERIENCE**

From 2005 – 2006 Executive Secretary in Al Faisal Group of Investment and construction, Owner Sheikh Faisal Bin Khalid Mohamed Al Qassimi. Handling the following responsibilities :-

* Attending the telephone calls.
* Schedule of appointments.
* Arranging for the weekly meeting and recording minutes of meeting and subsequent required follow up with all relevant parties.
* Document control, filling, archiving incoming and outgoing mails
* Follow up with concerned and various departments.
* Typing letters in Arabic as well as in English.

From 2007 – 2009, I have worked as coordinator and collection Department in Al Faisal Group.

* Preparing of monthly running payment as per the work progress at site.
* Collecting cheque from clients.
* Submission of monthly payment for site Engineer and consultant approval and follow up with client for collection.
* Preparing of advance payment.
* Coordinator between the site and other Department such Purchase, store, accounts in order to fulfill the site requirements.

From 2009 working in Djibouti Consulate in Dubai as Executive Secretary

2009 – 2012 Lootah Group of Companies working as Receptionist cum typist for PRO Department type and save all labour, Immigration, Medical Fitness and Security Services transactions. working in call center taking more responsibilities and following staff in order to solve problems site us maintenance services and A/C issue . following GPS systems according with staff vehicles sites

From April 2013 till August working with Ruby Red Cleaning & Maintenance Services in Palm Jumeirah as office secretary cum accountant.

From August 2014 till present date working with Ghassan Aboud Cars Showroom as Assistant Manager and sales coordinator Sharjah. Dubai and jabel Ali head office.

* Working as document control and process in Ghassan Aboud Cars RTA department typing, following the sales transaction Arabic both English and online. + SAP.

**Delegating tasks**

* Training team members
* Problem solving
* Recruiting staff
* Improving customer relations
* Training and development
* Merchandising
* Work scheduling
* Income and expenditure
* Payroll
* Enforcing business policies
* Supervisory and administrative support
* Assisting auditors
* Complying with compliance regulations



**OTHER SKILLS**



Communication and presentation

Organization and time Management

Smart & dynamic character

People oriented & team player



**LANGUAGES**

|  |  |  |
| --- | --- | --- |
| English | Read | Spoken |
| Arabic | Excellent | Excellent |
| French | Excellent | Excellent |
| English | Excellent | Excellente. |

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| **Rabia Lelafi – CV No. 1989738**Whatsapp +971504753686To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |