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| **Ahlam Boutarbouch – 2008110**  To 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.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

To work in a professionally organization, that would allow me to utilize my capabilities, education and experience for achieving the organization's objectives and personal growth.

WORK EXPERIENCE

**Sales Executive**

Responsibilities:

* Initiating, following up and conclude all form of correspondence that is in relation with customers.
* Coordinating with clients & creating more familiarity with customers about the company's products & thereby help the marketing dept. to generate new business customers & retain existing customers.
* Company filing and human resources issues.

1 Primarily responsible for dealing with customers on a one to one basis

2 Responsible for keeping a log of all documentation for insurance and other auditing parties 3 Offering customers the best service possible

In charge of accounting and cash flow for the company

Skills

* Very great technology aptitude (MS Office, Internet, )
* Flexibility and ability to work very well under pressure and stress
* Fast learner
* Bilingual and highly organized Secretary effectively
* Efficiently performing a wide range of complex
* Confidential office administrative and support duties activities to the management.

**Receptionist**

shop assisstant &cashier - أبو ظبي - يوليو 2011 إلى أكتوبر 2012

Liwa Trading Entreprises,

Abu Dhabi- U.A.E

EDUCATION

**diplom in economics**

Ibn Zohr University - Morocco 2007 إلى 2009

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