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| **Imelda–2010030**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.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

P.O. Box 145838 Abu Dhabi, United Arab Emirates

**PROFILE**

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake or situation with which I am presented. As a graduate with eight years of experience in customer relations, I excel in working with others to achieve any objective on time and with a high standard of excellence.

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**OBJECTIVE**

PR and communication professional with 7 years experience looking for a competitive and challenging position where I can use my experience and education to help meet and surpass company goals.

**COMPETENCIES**

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* Employing creative approaches to engaging with new and existing audiences
* Ability to multitask and work on a variety of projects simultaneously
* Excellent oral and written communication skills
* Developing a strategy for regional PR activity and events
* Familiar with the media and communications industry
* Experience with the service, food and beverage industry.
* Strong organization skills with the ability to multi task
* Attention to detail and problem solving skills.

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| **CAREER SUMMARY****Executive Administrative Assistant -Go Solar Systems Ltd**.November 2006- May 2007**Responsibilities*** Liaise with executive and senior administrative assistants to handle requests queries from senior managers
* Act as appoint of contact for internal and external clients
* Provide general support to visitors
* Submit and reconcile expense reports
* Book travel arrangements
* Maintain contact lists
* Order office supplies and research ne w deals and suppliers
* Update and maintain office policies procedures
* Develop and maintain a filing system
* Assist in preparation of regular schedule reports
* Answer and direct phone calls
* Organize and schedule appointments
* Plan meetings and take detailed minutes
* Write and distribute emails, correspondence, memos, letter, faxes and forms
* Plan meetings and take detailed minute

**Cabin Crew & Sales and Promotion Dept. Personnel– Etihad Airways**June 2007-May 2014I functioned primarily as cabin crew for Etihad Airways and served part time with the sales team to promote Etihad Airways products and cargo department worldwide.In addition I used my guiding and counseling skills to help my fellow colleagues in the welfare department where we provided one on one support for our staff.**AIRLINE QUALIFICATIONS**7 years experience with Etihad airways as cabin crew sales and marketing team and welfare department.Medical certificate for aircraft first aid and medical emergencies.First and business class inspired service training for food and beverage |

**PROFESSIONAL DEVELOPMENTS AND CONTRIBUTIONS**

* Peer guiding and counseling certificate
* Cabin crew first and business class qualification certificate
* First aid and medical cabin crew certificate
* Abuse and rape crisis management and counseling

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| **EDUCATION** |

MOI UNIVERSITY November 2007 – October 2011

Bachelors of Science in Communication and Public Relations

ETIHAD TRAINNING ACADEMY June 2007 – August 2007

Flight attendant training aircraft safety and medical training

UNITY COLLEGE December 2006 – May 2007 Customer Care Training and German language certificate?

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**COMPUTER SKILLS**

* Microsoft office suit (MS Excel and MS power point, in particular)

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