**Amina**

**Amina.336041@2freemail.com**

**Objective:**

I am ambitions, active student with very good communication skills, seeking a part time job opportunity. I will bring a positive attitude in any work sector to developing my skills and my experience.

**Personal details:**

Gender: Female

Marital-Status: Single.

D.O.B: 09/12/1989

Nationality: Somalia

Visa –Status: Employment

Driving License: Light Vehicle

**Education:**

* Al Mafraq high school, Abu Dhabi, UAE

High school certificate, July, 2008.

* ICDL /International Computer Driving License 2008 ,Alkawarizmy

 International College, Abu Dhabi.

**Employment History:**

* 20 hours of assistant in ADU book shop, 2010, where I assist in arranging the books, inventory and issuing invoice for the students.
* 20 hours community services in ADU August, 2009, the summer challenge for the high school students, where I help in organizing in to two parts according to their timing and class schedule.

* Involved in the ambassador program, and an organizer for ADU events such as ADU the welcoming for the new student ADU Wow, September, 2009.
* Worked for 6 months as a data entry agent in Ministry of Justice. In which I used to computerize data .Abu Dhabi, October 2010.
* Worked for 4 months as a data entry agent in Municipality. In which I used to computerize data. Abu Dhabi December 2013.
* Worked for 2 months as a tell marketing agent in Al Omara'a company. In Which I used to advertise for a discount card. Abu Dhabi, January 2013.
* Worked as a receptionist in Al Jaber Energy Services. Since December 2014. In Which I’m responsible of cheering guests, receiving and forwarding calls to the right people, scheduling and preparing time sheet for employee and booking for meetings. Till December 2016.

**Skills**:

* Excellent leadership skills: which I have utilized in all my educational and employment roles.
* Excellent computer skills: which is in work in Microsoft windows 2007, windows XP environments, (Access, Excel, PowerPoint, and various internet based tools.)
* Excellent communication skills: This is daily in my personal and professional roles.
* Great team work skills: which have allowed me to work in a multi-cultural setting when required.
* Quick learning and Rapid absorption.

**Language:**

* English: Excellent written and spoken English language skills.
* Arabic: Excellent written and spoken Arabic language skills.

**References:**

They are available on request.