CURRICULAM VITAE

**Habibat**



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| Personal Information | Date of Birth : 01-Oct-1983  Nationality : Nigerian  Gender : Female  Marital Status : Single |
| Objective | A presentable, articulate, motivated, confident and well groomed individual with approved ability to work excellently to my perfection as my objective in the company, with passion and love to deliver the best services ever. I have a methodical, customer – focused approach to work and a strong drive to see things completed. I am seeking for a challenging position where my diverse experience in customer care arena will b fully utilized in order to become part of the company’s quest for success. |
| Experience | ***Auians Company in Nigeria (2011 to 2012)***  ***(Office Cleaner)***   * 1 year of extensive experience in cleaning and janitorial capacities. * Highly skilled in cleaning, waxing, buffing and dusting. * Demonstrated ability to work efficiently with other crew members. * Able to take direction from supervisors. * Enthusiastic to perform all physical aspects of the cleaning job duties.   ***Happy Junior Cairo (2012 to 2016)***  ***(Office Assistant).***   * Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs. * Responsible to handle the telephone enquiries. * Make daily work plan of seniors with proper timing. * Provide general information to the customers. * Manage the daily incoming of the customers. * Manage the documents in proper way. * Handle all the other responsibilities related to the job |
| Education | * High School Diploma. |
| Other Skills | * Flexible and strong team player who prospers in fast paced environment. * Excellen customer service skills, good interpersonal and relationship skills. * Very strong writtend and spken communication skills. * Ability to deal tacfully with upset or angry passengers. * Ability to work on tight deadlines, follow and act on instructions. * Ability handle a flexible work schedule at any time. |
| Language | * English (Written and Spoken) and Arabic (Written and Spoken). |