CURRICULAM VITAE

**Habibat**



**HABIBAT.352002@2freemail.com**

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| Personal Information | Date of Birth : 01-Oct-1983Nationality : NigerianGender : FemaleMarital 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
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| Education | * High School Diploma.
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| 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.
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| Language | * English (Written and Spoken) and Arabic (Written and Spoken).
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