# CV

# ALAA

# [ALAA.352346@2freemail.com](mailto:ALAA.352346@2freemail.com)

To obtain a full-time position in a company offering a variety of challenges and responsibilities where my communication skills, computer software knowledge and organizational abilities will be fully utilized and the rigorous responsibilities that comes with the job will drive me to perform better.

EDUCATION AND QUALIFICATIONS

* Certificate from H.H Mohammad Bin Rashed Al Maktoom IT Education Project.
* English Course from American Language Center.
* IELTS Certificate from Abu Dhabi University, Abu Dhabi, UAE.
* 6 Semesters (fall 2009 - spring 2011) Accounting Courses, Abu Dhabi University, Abu Dhabi, UAE.
* High School Certificate: Aisha Government School, 2008 - 2009, Abu Dhabi, UAE.

PROFESSIONAL EXPERIENCE

* (Nov 2015 – till Date)

Gems Cambridge International School.

**Secretary (Government Relation Executive)**

* (Sep., 2014 – Oct, 2015)

California learning center, Abu Dhabi, UAE

**Executive Secretary**

* (Dec, 2012 – Aug,2014)

Nasser Alshamsi advocacy & legal consultancy, Abu Dhabi, UAE

**Executive Secretary**

* (Jan, 2012 – Nov, 2012)

Al Osbouiya Magazine for Advertisement, Abu Dhabi, UAE

**Customers Service & Receptionist**

KEY SKILLS

* Good understanding of organizational rules, regulations, procedures and functions
* Excellent Interpersonal skills to behave in a best possible way with the visitors in the company.
* In depth knowledge of retrieving information and performing research duties
* Familiarity with office practices and procedures
* Proven ability to organize and maintain office administration work
* Proficiency in handling various office equipment such as computers, copiers and faxes.

COMPUTR AND TECHNOLOGY SKILLS

* Extensive computer knowledge and skills in Microsoft Office, Word, Excel, Outlook, and PowerPoint.
* Excellent typing skills, can type 50 wpm.
* Knowledge of popular computer software.
* Ability to use multi-line phone system (Digital PABX) to answer and route call LANGUAGES

**Arabic:** native

**English:** Very good (written, spoken and reading)

**Notice period: Immediately**