**BETTY.367924@2freemail.com**

**Administrative assistant / Secretary**

High standard of French grammar and spelling, able to teach a basic French language to company’s employee. Willing to learn and teach newly acquired skills, Good and effective in communication to customer and offering priorities workloads, capable to work within team or making self-directed and follow instruction accurately. Adaptable to multi-task with flexible time frames, organized. Maintain an open mind and participate in collaborative planning, reflection and decision making, respecting and considering the thoughts of colleagues and experimented in Dubai city for 5 years.

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**Bachelor in general education 2006**

**Secretariat 2006**

Basic knowledge on secretariat software (Microsoft word, excel, power point) mail and internet

Receiving customers and answering phone call, arranging appointment and meting

Organizing files, order supplies

**Computer accounting 2007**

Basic knowledge on computer accounting, register for money entry and spent.

* **Private French tutor (family) 2012-present**

5 years on teaching kids from French school and getting always good result

Providing advice and debated on parents meting for school functioning.

* **Computer train (Professional Training Institute) 2009-2011**

Train young and adult person beginner on computer Microsoft Office (Word, Excel, Power point) and Internet.

Develop student’s subjects of examination to get certificate

* **Front office assistant (Professional Training Institute) 2009-2011**

Reception duties as answering phone call, arranging appointment

Responsible of student’s subscription and scheduling for their timetable

Making photocopies of correspondence, documents and other printed matter

Responsible for school events: graduation (share invitation, booking for party room,…), exhibition.

* **Sales manager (electronic store) 2007-2008**

Receiving clients politely and providing needed information

Preparing items list and control stocks

Maintaining store account

Advising customers

Handling for complain and return items

Cashier

**French** fluent on writing and speaking

**English** average on writing and speaking

**Malagasy** mother tongue

**PROFILE**

**EDUCATION**

**TRAINING**

**PROFESSIONAL**

**EXPERIENCES**

**LANGUAGES**