****

**Personal Information**

[Ayat.371222@2freemail.com](mailto:Ayat.371222@2freemail.com)

**Name**: Ayat

**Nationality**: Sudanese

**Date of Birth**: 14th of July / 1993

**Core Strengths**

|  |  |
| --- | --- |
| * Strong organizational skills * Active listening skills * Seasoned in conflict resolution * Sharp problem solver | * Energetic work attitude * Large cash/check deposits expert * Telephone inquiries specialist * Invoice processing * Adaptive team player |

**Work Experience**

**Customer Service**  
2012 Jan to 2012 June2014 **Galadari driving center - Dubai**

* Promptly and empathetically handled guest concerns and complaints, Demonstrated integrity and honesty while interacting with guests, team members and managers.
* Greeted customers and provided excellent customer service Maintained high standards of customer service during high-volume, fast-paced operations.

2014 Jan to 2014 July **Receptionist at Wow smile clinic**

**Promotion Jobs**

\* Formula 1 event

\* Ramadan tent hostess

**Educational Background**

High School at NCS schools – Dubai 2010/2011

Currently doing bachelors in business management

**Languages**

Mother tongue: Arabic

Other language: English (Fluent)

**Skills**

* Excellent customer service
* Careful and active listener
* Multi-tasking
* Problem solving skills
* MS Word, Powerpoint & Excel