**RESUME**

**REEMA**

**Al Mansura, Sharjah**

**E-MAIL:** **reema.372067@2freemail.com**

**CAREER OBJECTIVE**

 A career with a progressive organization that will use my education, skills, abilities and experience in an executive capacity, where I can effectively contribute in any capacity that best matches my skills and experience

**PROFESSIONAL EXPERIENCE**

 **Receptionist in Akat Management Consultants, Sharjah, UAE**

 **February 2015 - August 2017**

 **Marketing Executive in Tamam Exhibition, Dubai, UAE**

 **April 2013 – December 2014**

**KEY RESPONSIBILITIES:**

* Liaising and networking with a range of stakeholders including customers, colleagues, suppliers and partner organizations
* Communicating with target audiences and managing customer relationships
* Managing the production of marketing materials
* Liaising with Designer
* Maintaining and updating customer databases
* Evaluating Marketing Campaigns
* Monitoring competitor activity
* Supporting the marketing manager and other colleagues

**KEY ACHIEVEMENTS**

* Employee of the Month –

: June(2013)

: November (2014)

  **TRAININGS ATTENDED:**

* Telephone & E-mail Etiquette
* Personality Development
* Customer Service

|  |  |
| --- | --- |
| **UNIVERSITY/ BOARD** | **YEAR** |
| LEADERS PRIVATE SCHOOL COMPLETED | LEADERS PRIVATE SCHOOL(SHARJAH) CBSE 2011 |

 **EDUCATIONAL QUALIFICATION**

**SKILLS:**

* Energetic Personality, praised for my upbeat and positive attitude
* Adaptable, positive and open to new ideas
* Responsible contributor committed to excellence and success
* Loyal Employee with an excellent work record
* Flexible, Hard worker and Fast Learner
* Fluent in English, Arabic, Urdu, and Hindi

**STRENGHS**

Hard Worker, Honest, Self Starter, Grasping Power, Passionate, Co-Operative, Friendly, Planning and Time Managing.

**MODULES COVERED**

Fundamentals of computer

 MS-Office : MS-Word, MS-Excel

 Operating System : Windows

**PERSONAL DETAILS**

Date of Birth : 01 Oct 1992

Nationality : Indian (Born & Raised in UAE)

Visa status : Fathers sponsorship

Marital Status : Single

**DECLARATION**

 I hereby declare that the above mentioned information is true to the best of my knowledge and my belief.