**DONAHLYN** **DONAHLYN.373443@2freemail.com**

*Executive/Personal Assistant*



***PERSONAL PROFILE***

*Born July 12, A* **Tourismin Management** *graduate who have excellent communication skills and I can liaise with all manner of people. I have knowledge and skills in administration and have a good typing speed and like my work efficient and effective.*

**With U.A.E. Driving License**

Work History

March 15, 2016 **Business Development Executive**

Present COENGR Abu Dhabi

My role as a Executive. I provide support to my Manager in general administration and personal assistant duties, my responsibilities include:

* Arranging meeting schedules
* Updating ISO certificate
* Processing Health Card for staff
* Attending Calls in behalf of my boss
* Archiving and Email preparations

June 2014 **Logistics Administrator**

November 2015 Electrical Lighting Co. Abu Dhabi

* Prepare quotations from the enquiries coming from various companies.
* Planning and organizing the day to ensure all opportunities are maximized
* Identifying what customers want.
* Developing a full understanding of the business market-place.

June 2013 **Health Care Provider**

May 2014 New Medical Centre Abu Dhabi

* Assisting and taking care of patients
* Check insurance approval
* Organizing and archiving patient’s file
* Answering and screening phone calls
* In-charge of billing and daily statistics

May 2011 **Document Controller**

May 2013 Al Jadeed Engineering Co. Abu Dhabi

* Updating executive appointments with various clients.
* Monitors progress and feedback it o manager.
* Ensure client’s satisfaction in business matters.
* Performing managerial duties in the absence of the manager.