# Objectives

To obtain a challenging position that will utilize my skills and experiences and which will also provide me with the opportunity for growth and advancement.

# Experience

## **PUBLIC WORKS AUTHORITY (PWA), DOHA – QATAR**

(From 1st march 2016 to March 2018)

* Working as an admin assistant
* Answer phones and transfer to the appropriate staff member
* Organize and schedule appointments
* Write and distribute email, correspondence memos, letters, faxes and forms
* Develop and maintain filing system

## ***QATAR FUEL ADDITIVES COMPANY (QAFAC), DOHA – QATAR***

(From 26th November 2012 to 30th February 2016)

* Working as an admin assistant
* Answer phones and transfer to the appropriate staff member
* Organize and schedule appointments
* Write and distribute email, correspondence memos, letters, faxes and forms
* Monitor and maintain office supplies

## ***QATAR UNIVERSITY (QU), DOHA – QATAR***

(From 26th June 2012 to 01 November 2012)

* Working as an office assistant
* Answer phones and transfer to the appropriate staff member
* Prepare outgoing mails for distribution

## ***QATAR NATIONAL BANK (QNB), DOHA-QATAR***

(From 25th November 2011 to 25th June 2012)

* Working as an office assistant
* Answer phones and transfer to the appropriate staff member
* Greet public and clients and direct them to the correct staff member
* Monitor and maintain office supplies

## Company name, Location

Dates From-To

# Education

## School Name, Location, Degree

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors

# Communication

**COMPUTER LITERATE**

* Microsoft word
* Microsoft excel
* Microsoft PowerPoint
* Microsoft access