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| ObjectiveIn pursuit of challenging career with unending quest for knowledge and an exposure to the cutting-edge technologies, strive to bring in the best, by ensuring cordiality in team work with goal oriented approach in a multicultural environment, accompanied with dedication and sincerity, as essential hallmarks for the well-being of human beings, growth and prosperity of the organization and individual development.Personal infoD.O.B : 31-08-1992Nationality: MoroccanVisa Status: Visit VisaMarital Status : SingleEmail: sofia-394430@gulfjobseeker.comLanguage proficiencyEnglish - FluentFrench - FluentArabic - FluentUrdu/Hindi - IntermediarySpanish - Basic |  | SofiaEducation & training2016 (3 months)Microsoft Office training 2003 & 2007 at NETDEV society, Marrakech, Morocco2015 - 5016Ground Handling Services at the IACCA International Airlines cabin crew academy in partnership with SWISSPORT Airlines2011 - 20121 year in English studies at faculty of letters and humanities of Marrakech2010 - 2011El Maghreb El Aarabi High School, MarrakechWORK EXPERIENCESecurity - Administration Officer2018 - 8 Months* Customer representative
* Supporting sales team and coordination.
* Issue approved certificates from RTA and Dubai Police (Secure Path)
* Making quotations for installation of GPS in Vehicles
* Client interaction through phones & emails.

Narjis – Driving School - Administration Officer2016–2017* Handlings calls and E-mails
* Greeting customers and giving initial orientation classes
* Handling office schedules and preparing necessary reports.

Marrakech International Airport - Ground Staff Agent2015–2016* Check in passenger details in ALTEA system
* Re-booking passengers whose flights have been cancelled or delayed
* Check all necessary documents of passengers Assisting passengers with all enquiries including lost or delayed luggage’s
* Check boarding pass of passengers and making announcements
* Performing various works from commercial to technical handling for safe and steady departure and arrival of an Aircraft

Oasis Flys Call Center – Reservation Agent2014-2015* Customer care
* Form filling of the visitors
* Receive calls and respond accordingly

SKILLS* Microsoft office training 2003/2007 at NETDEV society- Marrakech
* MS Office (Word, Excel, Power Point)
* Well versed with internet tools and techniques
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