Khadega saeed saad Abdulla

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Country: United Arab Emirates	Sponsor: Saeed Ahmed Al Muhri
Date of birth: 1-1-1989	Nationality: Yemen

Objective	• My objective is to obtain a position that can serve and support the different groups in society who could be inside or outside the organization .Achieve success in any work that I do. Improve my abilities and gain other skills in my work .Work where I can gain a good reputation and to be a part of the dedicated team in a growing organization.

A Education	• Fatima Al - Zahra School - Hadhramout - Yemen

Technical Skills	• Use your computer in several programs - Microsoft Word, Excel, PowerPoint, Outlook. • Extract useful programs and articles from web pages. • Print in Arabic and English • Prepare and send messages by e-mail in both Arabic and English. • Receiving incoming and outgoing correspondence • Archiving incoming and outgoing correspondence and recording

Strength & skills	• Answer incoming calls and take appointments • the ability to work under pressure • Excellent communication skills with customers, either personally or on the phone • Arrange and document files

Languages	• Fluent Arabic – Reading, writing, speaking and listening. • Good English – Reading, writing, speaking and listening.

hobbies	• Reading books and magazines • Swimming