CURRICULUM VITAE

Name: Amna Saif Salem Obaid Alkaabi.
Nationality: Emirati.

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A well-organized, confident individual who can work efficiently under pressure. Looking to develop and build-on existing communication skills with a reputable company.

EDUCATION

Graduated on June 2018 Bachelor Degree in Business Administration, Accounting. Higher Colleges of Technology-Al Ain Women's College.

2012 Graduated 12th Grade, Al Jahli Secondary School for Girls, 79% average.

WORK EXPERIENCE

June – August 2018

Organization: Emirates Red Crescent
Department: Financial and Administrative Affairs / Local Aide / Customer Services
Position Title: Trainee
Duties:

- Calculation of settlement amount.
- Handel the customer the cheque.
- Help the customer who came to apply for first time.
- Collect the need documents from customers.
- Answered the phone and took messages.
- Answered individual queries.

ACADEMIC AHIEVEMENTS

Computer

- Windows / MacBook
- Microsoft Office Arabic and English
- Movies Edits

Communication Skills

- Use current technology in the workplace.
- Communicate effectively with staff.
- Communication fluently in Arabic and English
- Correctly understand instructions given in Arabic and English
- Fluent in Arabic and English.

Office Skills

- English and Arabic Keyboarding.
- Answer telephone, operate copier machine
- Prepare letters, memos and fax in English
- Create document, spreadsheets and databases and file manually and electronically
- Proficient in electronic mail internet research

WORK HABITS

- Working Safely
- Teamwork
- Reliability
- Working Independently
- Initiative
- Organization

ACHIEVEMENTS

- IELTS.
- Certificate e-Citizen , 19 / 6 / 2013 .