Mariam Jumaa Saeed Hamad Al Hameli

Nationality	**:**	United Arab Emirates
Date of birth	**:**	30 September 1995
Marital status	**:**	Single
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CAREER GOAL

Seeking a challenging career in a progressive and visionary organization. Looking for a job that will give me the opportunity to explore my academic knowledge build on my previous working experience. My aim is to broaden my knowledge in this realm and to be an active contributing member of the parent company.

PROFILE

Pleasant personality, Trustworthy, Confident and active team member with an organized and proactive approach to delivering work to tight accuracy. Always has a precise vision and gives a great Attention to details.

EDUCATION

July 2013 **High School Diploma** Hunain Secondary School

IELTS Band: 5.5

EXPERIENCE

Family Development Foundation (FDF)

Job title: Receptionist 20-12-2015 till 3-9-2018

My duties combine between Receptionist, Call center and Customer service as the following:

- Offering administrative support across the organization.
- Coordinate front-desk activities, including distributing correspondence and redirecting phone calls.
- Act as fast contact and gatekeeper, communicate with tact and professionalism to achieve positive and productive interactions.
- Manage calendars and schedules of internal hall in the HQ.
- Issue monthly reports and maintain a data.

TRAINING COURSES

May 2018 Certificate in Customer Service Happiness.

SKILLS

Computer skills
Microsoft Office skills
Excellent typing skills (English & Arabic)
Customer Service
Organization
Cooperation
Interpersonal
Communication

LANGUAGES

Arabic: Native
English: Fluent

Hobbies

Reading.
Practicing sports.
Playing the piano.
Exploring the internet.

REFERENCES AVAILABLE UPON REQUEST