



Soumaira Khalid Ali

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Advertisement And Public Relation

Objective

Seeking an opportunity to work in a highly influencing organization with leading criteria that allows me to interact with different challenges, people and cultures.

PROFILE

- Full Name: Soumaira Khalid Ali
- Date of Birth: 23 Oct 1982
- Nationality: Sudanese
- Gender: Female
- Visa Status: Residence Visa
- Address: Dubai, UAE

SKILLS

Computer Skills

- Microsoft Office
- Business related software systems

Interpersonal Skills

- Excellent internal/external customer interactive skills.
- Excellent organizational skills.
- Ability to prioritize & coordinate multiple tasks.
- Excellent written & verbal communication skills.
- Professional phone etiquette.
- Ability to draft complex written correspondence.

Languages Skills (written-spoken)

- Arabic – Native
- English - Intermediate

REFERENCES

- Available upon request

EDUCATION

2016 | Bachelor of Advertisement & Public Relation (Media) Department, Faculty of Communication Science, University of Sudan for Science & Technology, Sudan, Khartoum

2003 | High School Diploma, Al Sharjah High School, UAE, Sharjah

WORK EXPERIENCE

2008 | 2018 Data Entry & Customer Care

- Data entry and customer care for marketing research company (TNS), for a temporary period (2 months).
- Internalization of data , issuance of insurance documents and customer service (complaints department) with Union insurance company (Temporary from Jul 2019 to Dec 2019).
- Contact Personal Verification Department for Dubai Islamic Bank (from Dec 2008 to Jul 2009).
- Credit Cards Operation department from Jul 2009 To Feb 2010 In Dubai Islamic Bank.
- Research Company For Specific Channels Such As (Show Time; Arab Sat; Nile Sat And E-vision...)

2004 | 2006 Part-Time Jobs

- Part-time receptionists for 6 months for Mashreq bank.(2004)
- Part-time Product Promotions (Jul 2005 to Sept 2005).
- Customer Service at Al Maha Marketing Company.
- Part-time (Ipo) For H.S.B.C Bank (2005), Al Mashreq Bank (2005) and C.B.I Bank (2006).