

Curriculum Vitae

Personal Details:

Name : Saeed Mohammed Ghanem Bin Selem
Marital Status : Single
Date of Birth : 20-04-1990
Gender : Male
Nationality : Yemen
Address : Abu Dhabi, Shamkha
Mobile : +971 50 611 3585
Email : saeedghanem001@gmail.com



Educational Qualification

- Higher Secondary Education.

Work Experience

- Experienced as **Customer Service Representative** in **National Bank of Abu Dhabi** for two years (2009 -2011).
- Experienced as **ATM Supervisor** ATM Channeling & F1 Yas Island Events Under **National Bank of Abu Dhabi** for the duration of 3 years (2011-2014).
- Experienced as **Administration officer** in **National Bank of Abu Dhabi** for One year (2015).
- Experienced as **Project Coordinator** for Radar installation in **Ekin International** handling **SAAED's** project for 3 months (2016).
- Worked as **Receptionist/Customer Service/Marketing** in **The City Vet Clinic** for 1 year (2017-2018).
- Worked as **Medical Customer Service/Call Center Agent** in **Abu Dhabi Telemedicine Center – Mubadala** for 1 Year (2018-2019).
- Worked as **Public Relation Officer (P.R.O)** in **Max Box Middle East (MBME) – Abu Dhabi** for 1 year (2019 - 2020).

Languages:

- Arabic.
- English.
- Hindi
- Swahili

Skills:

- Good Knowledge of Computer.
- Responsibility in doing things effectively.
- Good management and good governance.
- Follow-up of all things and show the diligence and consistency.
- Organize things effectively to achieve the goals.
- The ability to deal with people and love of teamwork
- Excellent Communication.
- Enjoy Team Work & Good Organization Skills.

Goal:

To develop my skills and get more experience in the work to ensure a prosperous future for me to exercise my creativity and realize my goals by the future and put in mind to provide the best sincerity and dedication to the employer.