

Farah Badr Reda Al Qadi

Experience

2016 – Present Data Entry Operator, Customer Service
Emirate Post Group

- Review data to avoid faults or errors.
- Maintain a positive report with every caller.
- Resolve client or service problems by understanding the complaint and finding the best solution to solve the problem.
- Attract potential customers by updating them with our new services.
- Follow up with customers to assure the receipt of their shipment.
- Maintain full data on the empost input and output (hundreds of shipments daily).

Education

2015 University of Petra - Amman, Jordan
Bachelor of Business Management

2010 Al Ma'ali International Private School
Abu Dhabi – UAE
High School Diploma

Certifications

2008 ICDL Certificate

Phone: 056 - 3174329

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Address: Al Khalideya Abu Dhabi -UAE

Key skills

Negotiation

Collaboration

Communication

Presentation skills

Time management

Computer Applications and Internet:
MS Word, Excel, PowerPoint.
Internet Applications.

Languages

Arabic (Mother Tongue)

English (Intermediate)

References

Available upon request.