

Diana Almalik

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Profile

As a recent graduate with a Bachelor of Psychology, I am committed to leveraging my expertise in the hospitality and customer service sectors, where I can enhance guest experiences and foster positive relationships. My goal is to join a dynamic, customer-centric organization, where I can meet client needs, resolve conflicts proficiently, and contribute to a supportive environment.

EXPERIENCE

INTERNSHIP, THE SWEDISH SPECIALIZED CENTER FOR SPECIAL NEEDS, DUBAI, UAE – 2023

- Learned about the different types of disabilities.
- Learned different behavioral strategies (ABA).
- Reviewed reports and created IEPs.
- Learned about the communication strategies used with families.

SALES COORDINATOR, MIRO HOME, DUBAI, UAE - 2021

- Cold Called 50+ potential customers, providing relevant information about the products.
- Scheduled meetings with potential clients.
- Responded to customers inquiries professionally to maintain customer satisfaction.
- Assisted the manager with the coordination of sales.

ADMINISTRATIVE ASSISTANT, ALMALIK INDUSTRIES, DUBAI, UAE - 2020

- Managed the day to day operations of the office.
- Performed admin functions such as filing and data entry.
- Coordinated meetings, scheduled appointments and managed the calendar.
- Supported the office with various tasks such as preparing and distributing meeting materials.

EDUCATION

Canadian University Dubai, UAE – Bachelor of Arts in psychology, 2024

The School of Research Science, Dubai, UAE - High School Diploma, 2020

SKILLS

- Communication
- Problem Solving
- Team work
- Microsoft Office
- Time Management