

RESUME

FATIA MAHMOUD ALI ABDUL GHANI

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Post applied for Secretary / office administrator

OBJECTIVE

I wish to attain a suitable position in an esteemed organization and wish to use all my constructive abilities and desirous to make my career by changing my quality of work as demand to achieve the desire result. I sincerely believe in maintaining a peaceful, friendly and respectable atmosphere at my place.

PERSONAL PROFILE

Gender : Female
Nationality : Jordan
Marital Status : Single
Visa Status : Employment Visa
Languages Known : English & Arabic

EDUCATION

- Secondary School Certificate

WORK EXPERIENCE

- **Worked in NBAD as a Secretary for two years period**
- **Worked as a secretary Bin Owaida Contracting company for one year period**

TECHNICAL QUALIFICATIONS

- ❖ Arabic & English Typing Course
- ❖ Financial Crime Course
- ❖ Foundation Training
- ❖ Bank product and operation
- ❖ Bank marketing and customer service
- ❖ Computer application in business
- ❖ Signing authority (Granted category B)

Key skills

Managing office space and facilities
All kinds documentation skill
Good customer service
Able in communicate with govt department
Able in drafting Arabic and English letters
Able in supervising and managing company works
Good telephonic conversation skills

Identifying and monitoring risks to business performance
Dealing with company/staff insurance policies
Managing contractual arrangements with suppliers/customers
HR administration.
Interpersonal skills
Influencing skills
Excellent organization and time management
The ability to take the initiative

REFERENCE

Available upon request

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge and belief, I have not withheld any information, which may affect my suitability for employment. assure my best and sincere candidature.

Thank You,

Very Sincerely,

Fatia Mahmoud Ali Abdul Ghani