

SHAIKHA AL SUWAIDI



Full name: Shaikha saeed
obaid bin jarsh Al Suwaidi
Date of birth: 27/4/1988
Nationality: UAE

Gender: Female
Marital status: married

 050-4944491

 Sbj.alsowaidi@gmail.com

 Dubai-UAE

PROFILE

A seasoned Public Relation Officer/ Administration with excellent sense of customer presentation and care, 8 years of experience dealing with VVIP customers in

Government sections and handling their demanding request in a confidential, accurate, friendly and reassuring manner. Excellent knowledge of Legal Dubai Courts Processes.

SKILLS

- Microsoft Office
- Oracle
- Adobe photoshop
- Communication skills
- Problem-Solving
- Analytical Abilities
- Diligence and committed
- Strong Communication

EXPERIENCE

PROFESSIONAL EXPERIENCE (DUBAI COURTS) FROM 06/2008 TO 11/2016

8 years of experience as Registration Administrator of assisting VIP Customers at Courts with their enquiries/cases. Escorted them and followed through step by step with special departments. Audit follow-up notes for all attorneys' offices and legal consultations and all clients in Dubai Courts.

QUALIFICATIONS:

- Dealing with customers
- Registering cases
- Obtaining Information
- Data Entry
- Taking Memos
- Preparing meeting agenda
- Audit on the list of issues prior to registration and fee-setting
- Reviewing cases

EDUCATION

DUBAI WOMEN'S COLLEGE

Diploma of Applied Business & Technology

2007-2010

COURSE'S

NATIONAL ACADEMY OF RESEARCH & DEVELOPMENT

Business behaviors and customer
services.
2014

INTERNATIONAL CAMBRIDGE COLLEGE

Diploma in Human
Resources
2012

INTERNATIONAL CAMBRIDGE COLLEGE

Diploma in Human
Resources
2012

Knowledge Horizon

Maximize performance
2012

Dubai Courts

Practical problems in applying
fee law
2012

Dubai Corporation Ambulance Service's

First Aid
2011

House of expertise Intl management consultancy

Skills of dealing with superiors and
subordinates
2011

Newadmin (Home of technology)

Photoshop Cs5
2011

Dubai Courts

Registration processes
2010

Dubai Courts

Registration between theory and
practice
2010

Dubai Courts

How to be creative
2010

Dubai Courts

Calculation of court fees
2010

Creativity Center

Time management and
dealing with work stress
2009

Dubai Courts

Law of fees and practical problems
2009

Dubai Courts

Standards and elements of
job excellence categories
2009

Dubai Courts

Real estate issues
2009