

Salwa Obaid

Profile

Education

Bachelor's degree in English-Arabic Translation, Damascus University

2001 - 2005

Accounting, Damascus University

1998 - 2000

Employment History

Admin assistant & Customer service Executive, Al Zeyarat Home Health Care Centre

UAE | 2019 November - 2021 December

-Receive enquiries & provide information & explain the procedures

-Receive customer's complaints and provide proper solutions

-Customer service follow up & maintain customer satisfaction

-Prepare cash contracts

-Arrange for meetings with governmental institutions

-Make agreements of cooperation and coordination

-Represent the company in public activities

-Translate Arabic/English documents & website

-Provide statistic reports

Data coordinator & analyst, Ministry of Water Resources

Syria | 2015 - 2019

Translator, Hakki Electronic Firm

Syria | 2007 - 2009

Sales Accountant, Unipharma for Pharmaceutical Industry

Syria | 2001 - 2005

Career Objective

Focused professional with years of experience and proven knowledge of customer satisfaction, negotiation, and administrative support. Aiming to leverage my skills to successfully fill the role at your company.



INFO

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EMAIL

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NATIONALITY

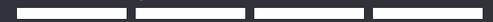
Syrian

DRIVING LICENSE

UAE

SKILLS

COMPUTER SKILLS (MS OFFICE AND INTERNET)



ACCOUNTING PROGRAMS LIKE AL-EDARI AND AL-AMEEN



DIPLOMATIC COMMUNICATION SKILLS



LANGUAGES

ARABIC



ENGLISH

