

# 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

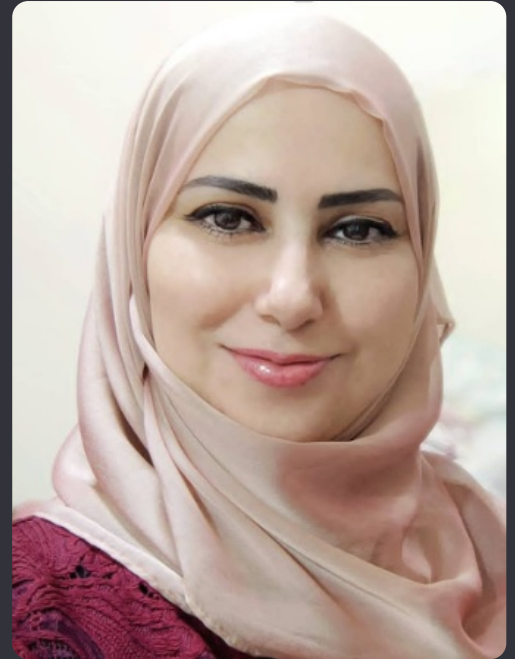
Syria | 2007 - 2009

## 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

## ADDRESS

## Sharjah

**PHONE**

0552651501

EMAIL

salwaobaid.81@gmail.com

## 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