

# Salma Hassan Abd Alrahman Elkheder



Single



Sudanese



01<sup>st</sup> Aug. 1991



Abu Dhabi, UAE



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More than 4 years' experience working as a Personal Secretary for high level executives in various industries and 2 years in sales, great organizational and communication skills, Seeking for a position where I can provide high quality of assistance and administrative support required for the smooth day to day and to gain practical experience.

## SKILL HIGHLIGHTS

- Able to work well independently as well as in a team
- Excellent knowledge of MS Office
- Good interpersonal and customer service skills
- Excellent written and verbal communication skills
- Ability to multitask and prioritize
- Work under pressure
- Problem-solving
- Time management

## EDUCATION

**Sudan Academy for Banking and Finance**

College : Finance  
Degree : Bachelor  
Place : Sudan  
Graduation Year : 2016

## CERTIFICATIONS

Permanent registration Certificate for Accountants under Registration number AAPOC/RA/9602

## LANGUAGES

- Arabic - Native
- English- Very Good

## REFERENCES

Available on request

## EXPERIENCES

**Fast Rent A Car an Emirates National Group, Abu Dhabi – UAE** Oct. 2018 – Present

### Secretary Cum Receptionist - HR Department

- Greet and direct office visitors and phone callers to appropriate staff
- Provide secretarial support to the Group HR Manager and assist other staff as requested on providing administrative services.
- Coordinate mails pickup, delivery and courier service.
- Monitoring conference room booking for training and committee meetings
- Coordinate the repair and maintenance of office equipment and its contracts
- Maintain sufficient inventory of office supplies and stationeries
- Prepare monthly ticket inquiry and Book Air Ticket for exit staff
- Type all kind of staff letters and memos and its filling
- Administer monthly and daily office attendance.

**Home Center- Landmark Group, Dubai- UAE**

Aug. 2016 – Sept. 2018

### Sales Associate

- Greet customers, answer their queries, provide assistance and information on product features and Ensure high levels of customer satisfaction through excellent sales service
- Follow and achieve department's sales goals
- Maintain in-stock and presentable condition assigned areas and Handle returns of merchandise
- Receive customer's complaints, Translate for the customer, assist in gift wrap and handle collections and returns for customers.

**Nile Gate Medical Tourism, Khartoum – Sudan**

May 2015 – July 2016

### Executive Secretary

- Handle calls, Emails and cooperate with clients to determine their needs and arrange for their trips.
- Coordinate arrangements, meetings and conferences
- Daily record keeping and filing of documents
- Maintain daily financial transactions and manage payroll.te

**Modern Technology, Khartoum – Sudan**

Oct 2012 – Sept. 2013

### Assistant Accountant

- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records and statements
- Managing monthly budgeting tasks and Posting daily receipts.