

CV

Alia Mohammed Ali Mohammed AI Balooshi.

Tel: 04-3386361/0501101577

Email: Beauty.al3yen@hotmail.com

UAE National

P.O. Box796

Dubai.

Profile Statement:

Seeking a position in the Secretary field where can I utilize my skills and experience. Motivated, hard-working with excellent communication skills, seeking for constant challenges, ability to solve issues and to multitask.

Education:

- Diploma in Applied Business and Technology / Dubai Women's College (2012)
- High School Certificate - Al Soufoh School

Work experience: (in Secretary and customer services field)

- Dubai Islamic Bank (2 months.)
- Union Coop as customer (4 months)
- Dubai Public Prosecution (4 months)
- Ministry of Human Resources & Emiratization (4 months)
- Emirates NBD bank (5years)

Certificates:

- Certificate for being part of the Green team on campus Certificate in IELTS (4.5)
- Certificate of being part of the semi government exhibition.
- Certificate for customer service from Ministry of Human Resources & Emiratization.

Professional skills:

- Working under pressure
- Time management
- Communication skills
- Team work

Computer Skills:

- Excellent in MS office (Microsoft Word, Power Point, Excel and Access)
- Excellent keyboarding skills (24 words per minute)

Languages:

- Arabic - Native speaker
- English – advanced

Voluntary Work and Team Member

- Dubai Women's College Bazaar / 2010
- Al Noor Centre / 2008 – 2009

Interests:

- Painting, photography and designing

References

- Available upon request