

NADIA MOSAAD ABDALLA MOHAMED KHAMIS

M-2 Chocolala Building, Al Khalidia
Abu Dhabi, United Arab Emirates

Mobile: (+971) 56 260 1515

Email: visacv@gmail.com



Qualifications: Reporting Skills, Writing Skills, Microsoft Office Skills, Organization, Analyzing Information , Professionalism, Problem Solving, Verbal Communication

Assistant Manager - 06 February, 2014 to Present

French General Maintenance Company, LLC
M-2 Chocolala Building, Abu Dhabi, UAE

Job Description:

- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Performs routine clerical and administrative duties. Also organizes files, drafts messages, schedules appointments, and supports other staff.
- Acts as liaison for incoming and outgoing phone and mail correspondence. Usually makes calls on behalf of the manager to communicate information to customers, to schedule appointments or to follow up on inquiries.
- Takes notes from the manager, preparing a memo or letter, and screening mails.
- Projects the image of the business by offering a friendly and professional reception to people who come into the office.

Education: B. TOURISM AND HOTELS

Personal Information:

Nationality: Egyptian

Date of Birth: 18/09/1990

Place of Birth: Alexandria, Egypt

Sex: Female

Marital Status: Single

Passport No: A09456612

Visa Status: Residence (NOC Available upon request)

Visa UID No.: 130191975

Reference:

Mr. Ibrahim Hemdan

General Manager

French General Maintenance Co., LLC

(+971) 50 491 2412