

Application for the post of Suitable Job

CURRICULUM VITAE

NAME : Samaneh Alouki

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OBJECTIVES:

To work with a well establishment and professional company, to build a Strong career and prove my candidate, where my skills can be utilized in a best way.

EXPERIENCE:

Hassani & Aal Mir Group CO

From 2015 till present, Dubai

Position: Building Manager

Control and handle all building services

Executive work, handling complaints and violations of the receipt and payment of tenants' cheques.

Coordination of repairs of all parts related to the building (plumbing, electrical, carpentry, cleaning and painting, internal facilities of the building)

Coordination and execution of meetings specific to the inspection affairs related to the municipality and Civil Defense and Sira.

Rent' sale. Buy property.

Purchase of building materials.

Peacock Turism CO

From 2011 till 2014, Dubai

Position: Supervisor (visa & booking Hotel& recreational tours)

Conference management with tourist companies to introduce various services for issuing visas and hotel reservations

Type and apply the documents of the visa applicant on the immigration site

Advertising design for magazines, billboards, business cards, product labels Office and archival work

High public relations

Iranian Restaurant

From 2004 to 2006, Dubai.

Position: Internal manager & order department

AtashAfroz

From 2000 to 2002,

Position: Advertising and project implementation department

EDUCATIONAL QUALICATIONS:

From :1991 to 1994 IT College
From :1999 to 2001 IATA Certificate

Job description and skills:

MSOffice, MSWord, Excel, E-mail. Good manners and telephone etiquette, Guest relation skills, Good selling and Negotiation skills, Secretarial Works, Business correspondence, Sales, Tele Sales / Sales Call, People Service.

PERSONAL DETAILS:

Name Samantha Alouki
Place of Birth Tehran
Nationality Iranian
Marital Status Single
Sex Female
Language Known Farsi , English, Arabic

PASSPORT DETAILS:

Passport No. 96955129
Date of Issue 10/05/21
Date of Expiry 10/05/26
Place of Issue Dubai
Visa Status Employee

Hold UAE driving license

MOTTO

I hereby declare that the information furnished above is true to the best of my knowledge.