



Haya Abu Saqr

- I am writing to express my interest and enthusiasm to fill a position with you, (Secretarial - Reception or any administrative and customer service position).

My knowledge and skills gained from my professional life, experience and academics make me a confident and suitable candidate for your large group.

In addition to my desire to join your team, my skills and experience also when linked to your vision will produce positive results.

- The following points explain my personal data, experiences, skills and work that I practiced in my position.



Sharjah / Al Nahda



0562540370



hayaabusaqer95@gmail.com

Personal Data :

Name

Age : 39

Gender : female

Nationality : Palestinian

Marital status : Married

Driving license : available

Education

- High school from the United Arab Emirates

- Certificate in Secretarial, Office Management and Customer Service from Knowledge Village in Dubai

- holds a diploma in computer skills from the Middle East Institute:

Studying basic Microsoft Office programs (Word & Excel & PowerPoint & Outlook & Internet).



basic skills:

- Excellent communication with clients and I have good relationship building skills
- Love of teamwork, team spirit and joint cooperation
- Speed of learning and acquisition of new skills
- Organization and time management skills
- Attention to all details and meticulously
- Flexibility, patience and work pressure tolerance

experiences

- Job title: **Secretary and receptionist**

Institution name: Al-Safa Medical Center

Location: Sharjah

Date of taking office: 1999-2000

- Job Title: **Secretary and receptionist**

Company name: Al Jadaat Trading and Building Contracting Company

Location: Sharjah

Date of taking office: 2000-2002

- Job title: **Executive Secretary**

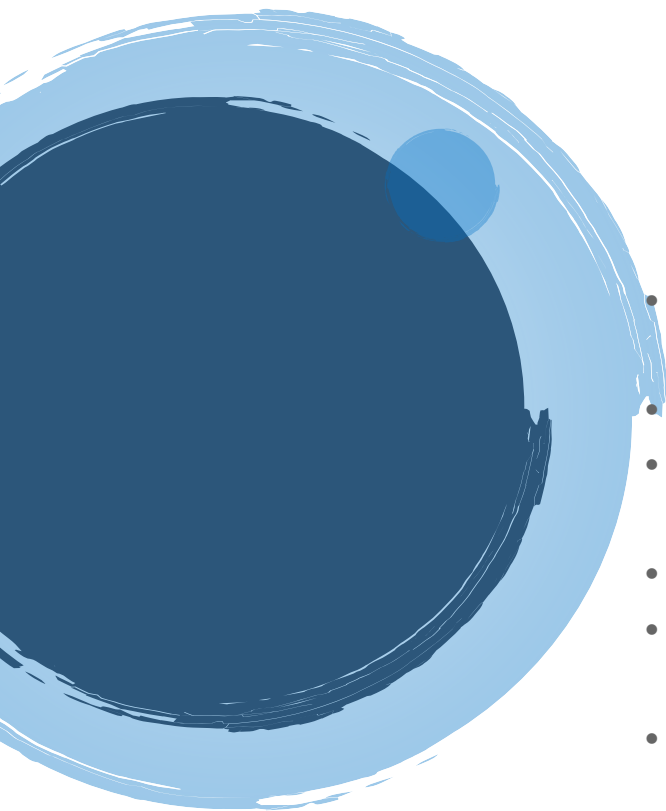
Organization name: Eskin Project Management:

Location: Dubai

Start date: 2002 - present

Functional tasks for the positions you held:

- Dealing well and effectively in all situations and dealing with them quickly
- Use excellent written and verbal communication skills
- Follow up of incoming and outgoing communications and e-mails
- Paying attention to the implementation of work responsibilities such as preparing documents and using digital content on the Internet.
- Excellence in organizational ability, balancing a range of tasks such as meetings, events and other functions that need to be linked to a



particular task.

- Preparing all official and commercial correspondences in both Arabic and English.
- Writing and distributing email, memos, letters, and forms
- Welcoming the guests who visit the office and directing them to the concerned officials.
- Preparing and maintaining all documents and documents
- Meet and greet clients, book meetings, and answer and transfer phone calls.
- Follow up on technical matters such as maintenance of equipment and ordering office supplies.
- Handling invoices and expenses
- Training and supervision of junior staff
 - Carrying out all hotel reservations, meeting rooms, halls and travel reservations.

I am honored to have the honor of meeting you and explaining all the details and my experiences, and I am fully prepared to start the work with full activity and enthusiasm and submit all the required papers and documents.

