

SARA ALMAAZMI

Contact

Sharjah, United Arab Emirates

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Personal Information

- Date of birth: 08/04/2000
 - Nationality: Emirate, Shj
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Education

SECONDARY SCHOOL
CERTIFICATE- GRADE 12

(GENERAL STREAM) FOR
ACADEMIC YEAR

2017/2018.

Higher College of Technology,
Sharjah

Bachelor of Business – (Human
Resource Management) 2025/2026

Experience

- Al Ansari Exchange |
Customer Service.
- Royal Care Medical
Equ.

Summary

I am a graduate student, seeking a job that uses the organizational, communication, and multitasking skills developed through my high school and has improved my career and skills, proving to myself that I am self-motivated and able to work under pressure. I have a clear logical mind with a hard working nature to solve problems. I enjoy doing initiatives with an individual or as a team. In short, I am reliable, hardworking, passionate about work and have a genuine interest in computers and other things.

Experience

Customer Service

Al Ansari Exchange | sharjah | Jan 2023 - Jun2024

- Assisting customers with their financial transactions and inquiries
- Utilizing computer systems and software to complete customer transactions.
- Ensuring accuracy in all transactions and maintaining a high level of professionalism
- Increased positive customer service reviews by offering friendly, helpful and informative customer service.

Volunteering

Volunteering member | sharjah | Jan 2021 - Mar 2021

- During the Covid-19 pandemic, I volunteered at the Family Promotion Center, providing exceptional customer service and support to both customers and patients, ensuring their needs were met.
 - Focused volunteering efforts on supporting and expanding community-based work to meet needs of local residents.
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Skills

- Ability to work well within a team.
 - Able to work fast and also accurately.
 - Strategic planning & integrated communication.
 - Ability to work well within a team of other professionals.
 - Ability to learn new skills and experience.
 - Problem-solving, decision-making, and analytical capabilities.
 - Time & team management.
 - Communication skills.
 - Microsoft office.
 - Email and internet explore.
 - English & Arabic keyboarding.
 - Ability to learn and adapt to any given system.
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Hobbies And Interests

- TALK MANAGEMENT
 - DESIGN
 - TAKE PHOTO
 - DEALING WITH PEOPLE
 - TRAVELING
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References

AVAILABLE UPON REQUEST