

CURRICULUM VITAE

BADRIYA ABBAS ALI
Mobile: 0552500788

Objective:

To excel in a position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me, I can perform well in my fields, and I assure to uphold your quality standards, policies and procedures.

Personal Details

Nationality : Comoros
Date of Birth : 26/01/1986
Sex : Female
Civil Status : Married

Educational Qualification:

- ❖ Secondary School Certificate – 2005
- ❖ Certificate of Merit from Dubai RTA.

Work Experience:

I am Still Working In Dubai Hospital
July 2008 – March 2009

- ❖ Coordinator
- ❖ Arrange meeting and contracts with general and private companies. Organizing files
- ❖ Writing letters and contracts.
- ❖ Making Business.
- ❖ Worked as a RTA Data Entry Operator in Dubai RTA for the period of 2011.
- ❖ Data entry in Dubai Hospital for 13 years.

Other Skills:

- ❖ Computer use (MS Office applications)
- ❖ Typing proficiency (English & Arabic)
- ❖ Having U.A.E Driving License.
- ❖ Good communication skills.
- ❖ Time management.
- ❖ Team work.
- ❖ Well organized.

Languages Known:

- ❖ Arabic (Fluent speaker & Writer)
- ❖ English (Intermediate speaker & writer)
- ❖ Urdu & Farsi (Intermediate speaker)

Other Course:

- ❖ Secretary Certificate- 2008, The International and Cultural institution.
- ❖ Seven Habits- Jumeirha International.

Declaration:

I hereby declare that all the statement made in this application are true correct to the best of my knowledge & belief.