

Curriculum Vita

-Personal information:

Name : Latifa Sharif Hussain Abul Qassim
Nationality : Comoros (on family visa)
Gender : Female
Marital status : Married
Date of birth : 25th Nov, 1981
Mobile : 0566442233-
E-mail : latifasharif81@gmail.com

-Career objective:

- I would like to embark where I am able to use my skills and qualifications previously gained.

-Education and qualifications:

- High secondary school certificate with average 87.9% from Ajman secondary school (Ajman).
- ICDL certificate from New Admin institute, Ajman.

Experience

- 5 year experience in sales, Tele Marketing & customer support from Dubai Etisalat office.
- 4 years experience in Receptionist and Secretary in horizon energy company ,sharjah
- 3 years experience in hospital as patient happiness officer , Ajman.

-Key skills:

- MS word, power point, excels, windows, typing skills and internet.
- Good time management and organizing skills.
- Ability to work independently as well as a team member.
- Ability to work under the pressure.

-Skills :

- I am an extremely organized individual who is able to prioritize workloads successfully to their level of importance. I have excellent interpersonal skills and understand how to communicate effectively within an organization. I enjoy being faced with new challenges and responsibilities
- I will always endeavor to succeed when faced with stressful situations and excel when under pressure.

-Languages:

- Arabic: Perfect (writing, reading and speaking)
- English: Perfect (writing, reading and speaking)
- Urdu: very good(speaking)

-References:

-Latifa Sharif Hussain

056-6442233