



Salama Salem Saif Alward Aldarmaki

A detail-oriented, hard-working individual with a Bachelor's degree in Information Administration and 8 years of experience working as a Finance Administrator at Etihad Airways GBSS. Looking to get a job in the Administration Department to use my computer and all skills that I learned and then develop my skills with dedication.

06.06.1990 | Emirati | Al Ain, United Arab Emirates | +971501472009, +971501300681 | salaama_alward@hotmail.com

Education

07.2014 AL AIN, UAE

Bachelor of Information Administration Higher Colleges of Technology

06.2013 AL AIN, UAE

Higher Diploma of Information Administration Higher Colleges of Technology

06.2009 AL AIN, UAE

High School Um Al Emirate, School for Secondary Education

Work Experience

10.2014 - 08.2022 UAE

Finance Administrator Etihad Airways GBSS Duties and Responsibilities:

- Make and submit the payroll.
- Use Sabre, Verdi, BSP, and Microsoft office.
- Make reports for the money and the stock.
- Organize your accounts payable and receivable.
- Process and review reimbursement requests.
- Ledgers and budgets should be prepared, followed, and reconciled.
- Prepare and submit purchase orders, invoices, refunds, deposits, and other typical bookkeeping chores.

02.2013 - 04.2013 AL AIN, UAE

Internship United Arab Emirates University

06.2009 - 07.2009 AL AIN, UAE

Summer Training Administrative Assistant - Property Department Al Ain Municipality

Training Courses and Certificates

10.2012

IELTS - Score 5 CERT Building - Al Ain Men's College

06.2007

International Certificate Driving License CERT Building - Al Ain Men's College

Strengths

Responsible # Motivated # Efficiency # Patience
Attention to detail # Adaptable

Personal Skills

- Communication Skills.
- Excellent telephoning skills.
- Involve and lead other people.
- Able to get my ideas across clearly.
- Positive person and confident attitude.
- Work as an active colleague of a team.
- Organized work and communication skills.
- Communicate with customers and people.
- Patient to face issues and problem-solving.
- Work in a professional and high-volume manner.
- Good listening and support as well as Office Skills.
- The ability to prepare meeting agendas, and memoranda and write meeting minutes.

Technical Skills

- Work with new development in Multimedia Elements.
- Use Adobe Photoshop CS4 for designing posters and editing pictures.
- Able to create eBooks for Apple MacBook Laptop by using iBook Author.
- Computer Platforms - Working with Hardware and Software components.
- Microsoft Office, including Word, PowerPoint, Excel, Access, and Outlook.
- Create Videos and Movies using Camtasia Studio 8 and Windows Movie Maker.
- Ability to build a Webpage and publish Web sites using a Dreamweaver program.
- Able to create an Application for Samsung Mobile by using the App Inventor application.
- Typing skills in two languages Arabic and English 25 words per minute and preparing business letters in both languages.

Languages

100 %

Arabic, native

85 %

English, very good

References

Available upon request.