Sulemun Malik

52 midway rd Stafford, VA

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703-586-3859

CITIZENSHIP= United States

EDUCATION= Brooke Point High School- Stafford, Virginia, Diploma

WORK EXPERIENCE

Admin Assistant/Driver/Dispatcher/-North Stafford Transportation= 1/2010 to present

Duties= transporting customers, answering calls, preparing invoices and spreadsheets., supervising a small number of employees, book reservations through phone or email. Create weekly and monthly reports and presentations. Receive and screen emails. Drive customers to airports. Load luggage into vehicle and greet customers. Receive and screen faxes.

Cashier-Walmart-10/2012 to 12/2012

Duties= handling money, doing transactions, operating a register, greet customers, counting money, load items in bags for customers

Cook-Custodian- Mcdonalds 10/2007 to 2/2008

Duties= cooking food, cleaning tables, cleaning floors, washing the dishes, maintain a clean environment.

Languages= Dari (Speaking and Listening)

Skills= Microsoft office, powerpoint, excel, word.

Business writing

Self-directed

Time management

Bilingual

Professional and mature

Strong problem solver

Resourceful