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|  |  | TAIBA NASIR MAHMOUD  ADMINSTRATIVE ASSISTANT |
| Profile Administrative assistant with over one year of experience. Highly motivated and ambitious, adept in providing executive level support to principals and clients.  Seeking to apply my detail-oriented talents and adaptable personality to fulfill the company's needs.  Multilingual in five languages. Contact PHONE:  534-585-7422  EMAIL:  theblueplanets@gmail.com Hobbies -Binge watching Japanese cartoons.  -Sleeping too much.  -Bothering my brother to get me out of trouble and do all my dirty work.  -Not much really. |  | EDUCATIONAL ZAHRA INTERNATIONAL SCHOOL 2009 - 2013  GRADUATE FIRST CLASS WITH 93% MARKS WORK EXPERIENCERISE INSTANBUL REAL ESTATES - Administrative Assistant/Translator 2020–2021 (Istanbul, Turkey)  -Translated to and from English, Arabic and Turkish between my team members, clients and stakeholders.  -Worked with company database to keep the inventory up to date.  -Managed the paperwork involving the sales and other transactions on a day-to-day basis.  -Provided overall administrative assistance to my superiors.  -Troubleshooting and negotiation with company’s development team responsible for design and development of the company’s main website. PRIVATE ENGLISH TUTOR 2017–2019 (Riyadh, KSA)  Homeschooled students in subjects including math, science, English, geography and history. ZAHRA INTL. SCHOOL - English Teacher 2014–2017 (Jeddah, KSA)  As a consequence of my excellent record during my schooling and my exceptional relation with my tutors, I was given the opportunity to tutor intermediate level students in English. **SPOKEN LANGUAGES** |