**Personal information**

* Name : Aisha Ali Mattar Ali
* Mobile : 0524322220 / 0507782777
* Email address : aishaaldaheri@outlook.com
* Nationality : UAE.
* Date of Birth : November 27, 1993.
* Marital Status : Single
* Address : UAE , Dubai - P.O Box 73656.

**Objective**

To gain experience in a well known company and develop my skills , be part of the company success while I experience advancement opportunities.

**Education**

High School - Al Sufooh School (66.4)%. 2009 – 2011

**Work Experience**

**DUBAL Aluminum Company as an Administrator Jun 5th 2016 – Till pres**

**Job Role:**

* Provide secretarial support .
* Support the member of the assigned team.

**burj khalifa about 3 months as a guest ambassador** Mar- May 2011

Job Role:

* Customer Service.
* Greeting guests.
* Provide informations about the tower.

**dnata as a travel sales agent about one year .**  23 February 2014

**Job Role:**

* **Data entery .**
* **Book tickets / hotels / provide transportation.**

**Roads and Transport Authority – Administration Services Department** July – August **2011**

**Job Role:**

* **Data entery and filling invoices ( summer job ).**
* Arranging RTA- Auditorium Booking for guests. ( Summer job ) .

**Computer Skills**

* MS Microsoft programs ( MS Word – MS Excel – MS outlook).
* English typing speed 45 WPM.
* Arabic typing speed70 WPM.
* Surfing the Internet.

**Personal Skills**

* Team work.
* Good leader ship.
* Communication skills.

**Personal Interests**

* Swimming
* Photography