

PERSONAL INFORMATION

Mirhea Calleja

 30, Sun Flower, MGR 2311 Mgarr (Malta)

 79720502

 mirheacalleja20@gmail.com

Nationality Maltese

PERSONAL STATEMENT

I am an energetic individual who has developed a responsible approach to any task that i undertake or situation that I am presented with. I feel comfortable working with others as part of a team, always looking forward to improve myself.

EDUCATION AND TRAINING

23 Sep 2013–22 Feb 2018

Marticulation and Secondary Education Certificate

EQF level 1

St. Francis Secondary School, Sliema (Malta)

- Maltese
- Religious Knowledge
- English Language
- Home Economics

WORK EXPERIENCE

3 Jun 2019–7 Oct 2019

AGENT

ARMS Ltd., Hamrun (Malta)

- Mail Section (responding clients emails)
- Front office (Reception - processing forms)

PERSONAL SKILLS

Mother tongue(s) Maltese

Foreign language(s) English

Communication skills

- Good communication skills.
- Excellent contact skills.

Organisational / managerial skills

- Well organized from my experience as an agent.
- Team work

Digital skills

ECDL Standard Certificate