



## CONTACT

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## SKILLS

- Outstanding customer service
- Guest experiences
- Problem-solving
- Interpersonal communications
- Time management
- CCTV operation
- Work experience organising
- Team management
- Customer relationship building
- Administrative support
- Microsoft Office Suite

# Ilham Saleh

## PROFESSIONAL SUMMARY

Attentive and careful professional good with dealing with customer requests and successful at working with little oversight to produce reliable results. Offers top strengths in organisation, analysis and time management.

## WORK HISTORY

**Multi-Skilled Office Coordinator** 12/2022 – Current  
**CBRE UK** – London

- Supported administrative team members with daily tasks in order to maintain smooth workflow.
- Trained new employees on administrative procedures, company policies and performance standards.
- Streamlined operations, resulting in increased office productivity.
- Delivered front of house duties with warm and professional manner.

**Workplace Experience Coordinator** 09/2022 – 12/2022  
**CBRE** – London

- Built and maintained strong working relationships across company, communicating clearly across written and verbal formats.
- Managed smooth operations and communicated timely updates to coordinate administrative activities.
- Answered mailed, emailed, telephoned and in-person requests for service and information.

**Team Member** 03/2020 – 12/2021  
**Busaba Westfield** – London, London Borough of Newham

- Trained staff on best practices to achieve optimal productivity.
- Addressed customer issues calmly and professionally, delivering quick, successful resolutions.
- Contributed to team success by completing jobs quickly and accurately and established strong bond with colleagues.

## EDUCATION

**CCTV Operator:** SIA, 09/2022

**Get Licenced** – London, City of London

CCTV Operative with knowledge of Legislations and Rules in industry of Security

**IT:** Front End Developer, 01/2022

**Online Bootcamp** – Online

Front End Developer with skills of HTML&CSS, Bootstrap, JavaScript and React