

SHAIKHA ABBAS AHMED ALSHAIKH



PERSONAL DETAILS

Name: SHAIKHA ABBAS AHMED ALSHAIKH
Nationality: BAHRAINI
Date of Birth: 04 MAY 1989
Marital Status: single
Contact: 00973-36484929 - 32223337
E-mail: shaikha_alshaikh121@hotmail.com

Strengths

- Positive, assertive and persistent.
- Forward looking and self-starter.
- Motivated to find logical decisions.
- Ability makes decisions.
- Fast learning.

EDUCATIONAL QUALIFICATION

- 2007 ISA TOWN SECONDARY SCHOOL
- COMMERCIAL CERTIFICATE
- AutoCAD designer and planer.

Work Experience

- **2019 – 2020 Present** **Ilhau Shop – Manager**
- **2019** **Boliverd - Sales**
- **2018 – 2019** **Dara Alteeb - Supervisor Sales**
- **2017 - 2018** **Sales Lady - Seventh Heaven**

- **4 years from 2015 -** **Sales Lady – Al Anaka Makeup Shop**

- **3years from 2010 –** **SECRETARY – BLUDAN**

- **2years from 2013 –** **Tariq alkooheji**

- **Dealing with customers and clients, solving problems, making agreements with customers, closing cases, making calls**

- **Doing the day to day operation of an office**
 - **Answering the calls**
 - **Handling incoming mail.**
- Doing all receptionist duties answering visitor inquiries about the company, directing visitors to appropriate contacts, sorting mail, answering incoming calls, and arranging appointments for guests to meet with company staff.**

Technical Skills / Knowledge

- Internet (ability to use internet).
- Team Work Skills.
- Work in scout to make excellent leadership skills.
- Creativity.
- Strong analytical skills.
- Good interpersonal skills.
- Communication skills.
- Willing to learn and work hard with strong work ethics.
- Ability to manage and complete multiple tasks.
- Hard worker.
- Fast learner.
- Motivated

HOBBIES

Watching Movies, reading, travelling, and music.

REFERENCE

Available upon request