








SAJEDA JAAFAR AL-HAYKI

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-  Married

A B O U T M E

A highly motivated and well-organized receptionist with experience in a variety of office-based environments. Pride in appearance and a warm personality combined with a proficient knowledge of clerical duties leads to a reliable and solid first point of contact for customers and employees. Working well under pressure with the ability to remain calm and focused creates and encourages a positive and trustworthy image for the company as a whole.

L A N G U A G E K N O W N ' S :

- ❖ Arabic & English

E D U C A T I O N

Al-Esteqlal Secondary School at
Muharraq 2006 – 2009.

- ❖ Commercial section

E X P E R I E N C E

- ❖ Worker as Receptionist in Abbas biljeek & sons company.
- ❖ Worked as Call center agent in Gulf CX.

S K I L L S

- ❖ Communication skills.
- ❖ Interpersonal skills.
- ❖ Organization skills.
- ❖ Team working.