**SARAH HAMEED SALMAN**

Office Assistant

A team player with a commitment to customer service through 2 year above work experience, looking for the post of office assistant at your esteemed organization, where I can support in daily activities of the office using my administrative and clerical experience

**Education**

* Secondary Certificate (2003-2006) Al-ah’d Al zaher Secondary School
* Certificate of Intensive English Language programme –Malaysia
* Certificate of ICDL Course from Delmon University
* Certificate of retail induction program and customer service at bird
* Certificate of customer service at golden trust

**Experience**

**Sales assistant and cashier**

**Duty Free at Bahrain International Airport**

* Ensured high levels of customer satisfaction through excellent sales service
* Accurately describe about product features and benefits
* Manage point-of-sale processes & Follow all company policies

**Receptionist and Customer service**

**The Lost Paradise Water Park**

* Announce amusement park attractions to visitors
* Provide information about facilities available at the park
* Performing supporting roles in running daily activities of the office

**Receptionist**

**iWorld connect at Almoayyed International Group**

* Welcomes visitors by greeting them, in person or referring inquiries
* Answer and route all incoming calls in a timely and courteous manner
* Drafting emails and memos as instructed by the managers

**Personal Info**

**Address**

House: 440 Road: 1307

Hamad Town: 1213

**Phone**

37338864-36299779

**E-mail**

sarahxx3337@gmail.com

**Date of birth**

1988-09-24

**Marital status**

Single

**Citizenship**

Bahrain

**Skills**

Excellent communication

Computer skills

Strong interpersonal and customer service skills

Ability to work under pressure

Time Management

**Languages**

Arabic - Good in reading, writing and speaking

English - Good in reading, writing and speaking

Urdu - Good in speaking