

AMNA IBRAHIM AL BALUSHI

AL ALAYAH, AL AMERAT

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ADMINISTRATION / OPERATIONS MANAGEMNT

Looking for a challenging and responsible opportunity in the field of Administration / Operations management to explore strengths and potentials in a professional organization and meet employer's expectations.

EDUCATION

- Completed **Bachelor in business administration** from Arab Open University 2018 with **GPA 3.77%**
- Completed **General Education Diploma (Bilingual School)** From Al Manhal Private School 2013 with **74%**

WORK EXPERIENCE

Presently temporary Working as **Helpdesk Operator / Receptionist** in **Cluttons and Partners LLC**, Taminat Residential Complex Bausher. **From 11th February 2018 till as on date**

Cluttons and partners founded in 1765, provide a wide range of commercial and residential property services, including asset management, valuation, corporate services, telecoms and consultancy. Our clients range from international corporate and institutional investors, to private individuals and families.

RESPONSIBILITIES (KRA's)

- Helpdesk Management.
- Recording breakdown calls in CFM software TRAMPS.
- Contractors management.
- Maintaining highest quality of customer relationship with clients.
- Lease management.
- Preventive planning maintenance activities management.
- Asset management.
- Assisting Operations Team.

SOFTWARE SKILLS

- MS office - (MS Word, MS Excel, MS PowerPoint)
- TRAMPS FM software (For facility management)
- Internet Explorer

STRENGTH

- Practicing innovate thinking methodology for problem solving.
- Effective leadership with excellence in planning, scheduling
- Concept development feasibility study, layout for new product variants.
- Leading, motivating and managing a team works.
- Effective Communication skills

PERSONAL PROFILE

Date of Birth	-	5 th May, 1995
Place of Birth	-	Al Watayya, Mutrah
Gender	-	Female
Marital Status	-	Single
Languages Known	-	English, Arabic, Balushi, Hindi, Urdu.
Reference	-	Available on Request

DECLARATION:

I hereby declare that the above furnished information is true to the best of my knowledge.

Yours Faithfully

(**AMNA IBRAHIM AL**

BALUSHI)