

# Asmaa Muhsen Omar Alwahdi

## Personal Information

Name: Asmaa Muhsen Omar Alwahdi  
Address: PO Box: 56163, Abu Dhabi, UAE  
Phone: 050 / 7488073  
Date of Birth: 30-Dec-1985  
Nationality: Emirati  
Marital Status: Married

## Education 2007 - 2008

Abu Dhabi Women's College  
Higher Colleges of Technology  
Abu Dhabi, UAE  
*Graduated*  
Diploma in Applied Business  
Subjects Studied (Instruction in English)  
English Skills  
Mathematics  
Business  
Computer Office

## 2003 – 2004

Salamah Bint Buti Girls School For Secondary Education (Public)  
Abu Dhabi, UAE  
High School Certificate

## Work Experience 2005 March-April

Certificate Program Work Experience  
Abu Dhabi Oil Co.Ltd.(Japan)  
Position: Trainee

## Work Experience 2007March- April

Abu Dhabi Commercial Bank  
Position: Trainee

## Work Experience 2014-2023

Worked at LuLu International Exchange LLC for 9 years and 5 months.

## Languages

Arabic: Mother tongue  
English: Good level

## **Skills**

1. Information Technology
2. Microsoft Office:
  - ✓ Excel
  - ✓ PowerPoint
  - ✓ Windows XP
1. Internet and Email
2. Arabic and English keyboarding
3. Office Skills
5. Team leader
6. Writing reports
7. Writing minutes of meeting
8. Good Communication Skills
9. Enough Knowledge in the following fields:
  - ✓ Oracle
  - ✓ Portal
  - ✓ CRM Program (Customer Relationship Management)
10. Answering the telephone and taking messages
11. Preparing letters, memos and faxes
12. Filing
13. Using the photocopy machine
14. Managing time and work
15. Preparing and sending e-mails

## **Certificates**

1. International Computer Driving Licence (ICDL)
2. IELTS

## **References**

More can be provide upon request