

CONTACT:

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Address:
UAE, Abu Dhabi

EDUCATION:

DIPLOMA IN BUSINESS MANAGEMENT:

Graduated in year (2022) from
Khwarizmi International College
in Abu Dhabi.

SKILLS:

- Ability to work under pressure.
- Effective communicator.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).

LANGUAGES:

- ARABIC.
- ENGLISH (Fluent Speaker).

Doaa Badwan

A flexible and excellent time manager and a good communicator, used to working in a team, looking to learn and undertake new challenges.

WORK EXPERIENCE:

- **Customer Service**

+5 years of working in customer services in different locations, which helped me a lot in improving my communication, patience, problem solving and how to effectively listening to customers opinions.

- **Event Assistant**

1. +3 years of working in Events and conferences such as (**ADIPEC, WFES, Abu Dhabi Sustainability Week, MOTN, Formula 1, etc**)
2. Developed information and task timeliness to ensure an effective flow for all special events.
3. Assisted in the preparation of all correspondents.

- **Data Entry**

1 year experience in a wellness center, improved my ability to maintain high accuracy rates while entering large volumes of data.

- **Translation:** experience in translating reports form English to Arabic and vice versa.