

Hamda ALSAEDI

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Professional summary

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

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| <ul style="list-style-type: none">• Microsoft Skills (Word, Powerpoint, excel)• Report writing• Time keeping | <ul style="list-style-type: none">• Project management• Detail-oriented• Organized |
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Education

May 2017	Al hosoun School High School	Al Ain City, Abu Dhabi
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Personal features

- Teamwork ability: integration with the team work and problem solving.
- The ability to multitask.
- Have an excellent communication style.
- Complete the required work on time.

experiences

- Data Entry
- Advanced user of Microsoft office
- Customer service