



Aysha AlManei

Address: ABU-DHABI, ALAIN UNITED ARAB EMIRATES

Personal Information

Name: Aysha Ali Saeed Obaid Al Manei

Birth Date: 25-06-2004

Nationality: Emirati (UAE)

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EMPLOYMENT HISTORY

20/07/2023 – 03/10/2023

CUSTOMER SERVICE, LIFE PHARMACY

I was a customer service employee. I have done tasks with my colleagues in entering data for products that have arrived at the store, learned many exclusive points in interacting with customers coming in the store

20/10/2023 – 13/07/2024

ADMINISTRATIVE ASSISTANT, FGS GLOBAL

I have joined FGS Global as an administrative assistant in which I have joined many meetings contacted other companies for various deals and had many connections throughout the company doing teamwork and creating many PowerPoints with extraordinary ideas in which was distributed and discussed in meetings. Learned a great knowledge in IT work and usage of tablets and computers and many websites to get used to the work environment I was in.

ACADEMIC QUALIFICATIONS

Diploma for the completion of the twelve years of education,

American system (Al Dhafra Private Schools, Al Ain)

(IELTS) 6.5 overall result, Date of IELTS taken Saturday, February 19th 2022

UAEU (undergraduate student) Completed 2nd successful year in UAE university, and ongoing Majored in Urban Planning.

SKILLS

- **Communication:** Possesses excellent communication skills, demonstrated while delivering multiple presentations to audience of over 50 people at high school.
- **Problem Solving:** Track record of delivering swift solutions to problems while working on group projects.
- **Organization:** Utilizes organization and time management skills to manage heavy workloads and meet deadlines.
- **IT/Software:** Proficient with a number of IT and software applications.

CAREER OBJECTIVE

I believe I have the personal discipline & professionalism that is needed in achieving success in my chosen vocation. I aim to be an active member of society by applying my skills and knowledge and highlighting, developing, advancing, and adding value to the organization where I work.

LANGUAGES: ARABIC / ENGLISH