

Reem Hamdan Al Jneibi

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NATIONAL

OBJECTIVE

Educated, motivated, and committed individual seeking a full-time position in the communication field where I can build up an ample amount of experience and develop professionally.

EDUCATION

- High School Certificate

EXPERIENCE

Abu Dhabi Oilfield Services Company

July 2023-Present

Logistics Administrative Assistant:

Enter and send invoices to the competent companies
Validation of invoices
Assist the team in completing transactions.

Authority of Social Contribution - Ma'an

April 2020 - 30-June -2022

- **Administrative Assistant**

October 2020-June 2022

- **Customer Experience Representative**

April 2020- September 2020

- Execute and implement all activities related to administrative affairs, including the daily agenda, visitor protocol, maintenance, and issuing all required internal and external communications.

- Provide administrative assistance and support to the Office Director

- Provide advice to the team and support in organizing activities and daily tasks related to the Office Director

- Define guidelines and procedures for maintaining and managing all office records of the Office Director, and ensure protection and security of data and files

- Maintain the agenda of the Office Director and manage it in coordination with the concerned parties of the Authority

- Attend all meetings attended by the Office Director and record meeting minutes to support him in following up on basic procedures

- Coordinate with the concerned parties to ensure the provision of support and advice to the Administrative Assistant office Director in a timely manner and as needed

- Define and supervise the Office Director's visitor management protocols
- Control over all incoming and outgoing correspondences from the Office Director's office Communicate with all external parties on behalf of the Office Director, as needed
- Prepare and issue all official letters approved by the Office Director's office for all those responsible for internal and external communication based on need
- Ensure the effective management of all the Office Director's travel and expenses and the logistics he needs
- Carry out any other tasks as directed by the Office Director

Al Wathba National Insurance Company, UAE_Mar 2014 - May-2015

Receptionist:

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Monitor and maintain office equipment; inventory supplies and order replacement supplies as needed
- Create, update, and maintain personnel records, financial records, and other records/data
- Assist with bookkeeping
- Support department managers, staff, and CEO
- Organize conference room scheduling, equipment, and cleaning
- Assist with travel arrangements for office staff and managers
- Coordinate building and maintenance issues for general repair and updates
- Organize special functions and social events
- Purchase computers, printers, supplies, and other equipment
- Prepare correspondence, documentation, or presentation materials
- Assist other departments with administrative or clerical support

CERTIFICATIONS:

- e-Citizen Certificate 2015 by Abu Dhabi Government
- Public Speaking Skills and Ways to Inspire Others

دورة تدريبية بعنوان "تحويل الوثائق من الجهات الحكومية

مشروع برنامج تمكين البيانات للجهات الحكومية لأمانة أبوظبي

HUMAN RESOURCES AUTHORITY

- English Course Leve 2
- Workshop, Start smart
- Course Linkedin
- Course Writing Cv

VOLUNTEERING:
AIFERYA GROUP

16 Hours

SKILLS

Language:

- Arabic, Native
- English, Proficient

Computer Skills:

- Microsoft Office: Word, Power Point, and Excel.
- Basic Photoshop, and other programs for design

Personal skills:

- Good communicator with good creative thinking skills
- Cooperative and teamwork
- Responsible and loyal
- Team work
- Self- management
- Strong communication skills
- Planning and organizing activities.

Reference:

Abu Dhabi, United Arab Emirates