



# SALEM MOHAMED ABDUO SALEM

📍 Khalifa A - Abu Dhabi - UAE

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## ✈ Skills

- Excellent communication and interpersonal skills
- Experience with all Microsoft office applications.
- Ability to handle multiple- tasks with positive attitude.

## 🎯 Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## 📁 Experience

- **A & M International Contracting Company in Abu Dhabi** 1/7/2022 - Present  
Data Entry & Document Controller & Review Data
  - Ready to develop new skills and grow knowledge by gaining practical experience.
  - Quick learner familiar with organizational duties.
  - Purchasing materials for the project and monitoring all purchases on Excel and all MS Office

## 🎓 Education

- **Port Said University** 2017-2021  
Bachelor degree in Management technology and information systems  
PASS

## 🏗 Projects

- **Work in Projects**
  - Al Maryah Vista
  - Masdar Plaza 1
  - Masdar Plaza 2
  - Presidential Court