

SAIMA KHADIM
SHARJAH- U.A.E

Email: saima.isa123@gmail.com

Visa: Husband's Sponsorship

Phone: +971 55 8121572

Nationality: Pakistani

To whom it May Concern

It is with great interest that I am forwarding my resume for your kind consideration for any suitable position that fully utilizes my professional skills and personal abilities.

I am very ambitious and always keen to work with a team of professionals. Hence my Curriculum Vitae is enclosed to provide you with details of my skills and accomplishments. I am certain that an interview would completely reveal my desire and ability to contribute to your organization.

Professional Objective

Ambitious and detail-oriented professional with a background in administration and customer service. Seeking a role where I can leverage my administrative skills, customer focus, and ability to work in dynamic environments to contribute effectively to an organization's success.

Education:

05/08 – 06/09	MBA - Preston University, Ajman Campus – UAE (Specialized in Marketing)
05/04 – 05/07	BBA - Preston University, Ajman Campus - UAE
1998- 2000	High School- Pakistan Higher Secondary School, RAK, UAE

Professional Experience

Emirates Road Contracting Co., LLC
Telephone Operator
2006 – 2019

- Managed incoming and outgoing calls with professionalism, providing clear communication and support to clients and colleagues.
- Maintained detailed records and logs, supporting the administrative team with accurate documentation and reporting.
- Demonstrated patience and problem-solving skills, addressing customer concerns with a calm and composed demeanor.

Sama Al Emarat Building Maintenance
Administrative Manager
2019 – 2023

- Managed and organized daily administrative tasks, including record-keeping, scheduling, and coordinating with staff to streamline operations.

- Acted as a liaison between staff and management, facilitating smooth communication and resolving issues promptly.
- Oversaw customer inquiries, ensured high-quality service, and assisted in developing strategies to enhance customer satisfaction.

Languages Proficiency	Read	Write	Speak
English	Fluent	Fluent	Fluent
Urdu	Fluent	Fluent	Fluent

Skills & Strength

- Excellent knowledge of Internet Navigation.
- Very good knowledge in Microsoft Office (Access, Word, Excel, Power Point.)
- Having a fast and accurate typing speed.
- Cool & Calm attitude towards customer.
- Problem Solving.
- Written and Verbal Communication.

Personal Information

Phone: 0558121572
 E-mail: saima.isa123@gmail.com
 Religion: Islam
 Date of Birth: May 12, 1982
 Nationality: Pakistani
 Marital Status: Married

I confirm that the information provided above is accurate to the best of my knowledge. I am eager to contribute my skills and experience to a progressive and dynamic organization.