

- **UNITED ARAB EMIRATES**
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Shaikha Ali Al-Blooshi

Personal Information

Marital Status: Single

Nationality: United Arab Emirates

Date of Birth: January 11, 1993

UAE Driving License: Available

EDUCATION

Injaz Certificate, the Work Readiness Program – The Higher Colleges of Technology and the Dubai College of Islamic and Arabic Studies, UAE, Feb. 2014 – present

IELTS Preparation Course – Institute of Applied Technology, RAK, 2012 (one year)

Languages

Arabic: Mother Tongue.

English: Good

Career OBJECTIVE

- Obtaining a position which will fulfill my skills and meet my qualifications to achieve more beyond success and to achieve a new level of business commitment.
- I have gained more than 3 years professional experience in the following fields: Sales, Marketing, Administration and Accounts Management.

Personal Skills

- Perfect cooperation within a team.
- Ability & flexibility to learn new tasks.
- Hard working nature and ready to work under pressure.
- Capable of providing information and preparing timely reports.
- Capable of taking responsibilities and accomplishing project objectives on time.
- Excellent planning and organization.
- Reliable, Assertive, Leadership, Decision Making, Conflict Resolution and Ability to influence at all level

Technical Skills

- Professional Windows & Microsoft Office user.
- Professional Internet Research Skills.
- Professional Software and Hardware Specialist

Experience

I trained at the General Headquarters for two months in the archive section. (2month)

{September 2016 to Present}

- *Office Administrator*

Union insurance Company (www.unioninsurance.ae)
Shaikha.M@unioninsurance.ae



- Coordinates meetings and strategic activities.
- Collaborating with management on employee and customer service issues
- Perform administrative and office support for multiple clients.
- Provide assistance as needed to front desk operations like answering all incoming calls in a professional and polite manner, including call logging/message forwarding to the office as a whole.
- Greet, assist visitors/clients/ in a professional and polite manner all the time.
- Assist the manager with daily administrative duties and complete a broad variety of administrative tasks that include managing an active calendar of appointments.
- Write minutes of meeting
- Work on QMS and lead management system
- Deal directly with brokers and reply on their inquiries
- Manage broker relations and resolve their issues as quickly as possible
- Accepting payments (Cash/ Cheque & Credit Cards) and recording collected payments in project wise payment plan reports and circulating the reports daily with finance.
- Maintain solid customer's relationships by handling questions and concerns with speed professionalism.
- Positive attitude with natural ability to provide excellent service in a team environment and in dealing with people from different nationalities.
- Generate statements and sales achievements
- Create weekly and monthly sales report.
- Raise purchase orders and check invoices as necessary.
- Maintain and update reports and database as necessary.
- Suitably direct communications and handle inquiries appropriately.
- Support & coordinate with branch sales team, client and Head office.
- Issue motor insurance policies and handle report.
- Quote medical quotations (Individual, small and large groups)
- Excellent use of HIMS & Medical track system for creating new policies.

Availability

- Always on time and rarely late and sometimes ahead of deadlines.
- Easily understands and communicates with all levels of employees with ease.
- Available upon your request