

AYA ELWALID

INFO

PHONE

0545344337

EMAIL

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SKILLS

Problem Solving

● ● ● ● ○

Adaptability

● ● ● ● ●

Ability to Work in a Team

● ● ● ● ●

Microsoft Office

● ● ● ● ○

LANGUAGES

Arabic

● ● ● ● ○

English

● ● ● ● ○

PROFILE

A fresh graduate, highly motivated and determined to utilize my interpersonal and managerial skills into operational, and developing solutions skills to save cost, improve revenue and drive customer satisfaction.

Resourceful and well organized with excellent leadership and team building skills, eager to develop and achieve set targets and beyond.

EMPLOYMENT HISTORY

Intern, Abu Dhabi Business Hub

Abu Dhabi

Feb 2020 — Apr 2020

- Answered telephone calls and emails each day, offering information and directing callers to company personnel.
- Handled incoming and outgoing mail, routing packages smoothly to proper recipients.
- Set up and broke down conference and meeting rooms for different business requirements.
- Delivered exceptional guest relations by welcoming visitors warmly and offering immediate assistance.
- Maintained full compliance with legal, health, and safety regulations.
- Kept all areas clean, organized and in line with company professional standards.

Intern, WHO, World Health Organization

Amman

2013 — 2013

- Complete rotation throughout entire organization departments and units.
- Training and experience with the organizations operational system.
- Document analyzing for appropriate distribution and filing.
- Assisted Manager with meeting agendas and preparing presentations.
- Reviewing Financial reports and proper documentation.
- Document controlling tasks within each department.

EDUCATION

Bachelors with Honours, Ahfad University for Women

Khartoum

Sep 2014 — Oct 2019

Business Administration, Procurement and Supply chain concentration

COURSES

Human Resources, Yataka Legend, KL

2017

REFERENCES

References available upon request

