

# HALA OMAR ALMADANI

RECEPTIONIST / SUPERVISOR



## About Me

I'm a technical Institute for banking and financial sciences student. I'm hardworking, diligent, and dedicated—all qualities I put forward in everything I do. having good communication skills. open-minded, friendly and sociable, careful and empathetic and patient, well-organized, can create spreadsheets and accurately enter data in to a customer relations database. looking for a suitable position with an exciting and ambitious company.

## Work Experiences

### SUPERVISOR | URNAMMU GLOBAL LEGAL FIRM 2018-2020

- Runs workflow.
- Helping to resolve employee issues and disputes.
- Evaluating performance and providing feedback.

### RECEPTIONIST | HILDE GAURD 2020-2021

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Maintains security and telecommunications system.
- Directs visitors by maintaining employee and department directories.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
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### TECHNICAL SKILLS

- KNOWLEDGE OF "office skills" Multi-tasking
- Administrative-tasks
- Office safety procedures customer service
- Secretarial
- duties visitors

## Education

- **Technical Banking and Financial Sciences**
- Expected graduation date: September 2022 -
- Management Courses -Blue Ocean Institute



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## PERSONAL SKILLS

Adaptable

Smart appearance

Well mannered Articulate

High energy levels

Tactful

Interpersonal skills

Efficient

## INTERESTS

Strategic Games/ chess

Photography

Reading

“NEVER LET THE FEAR OF STRIKING OUT KEEP YOU FROM PLAYING THE GAME”