

# Baker Naja

📍 Dubai Production City, Dubai - UAE



「2030年の〇〇」



審査員

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## Summary

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- I'm Flexible and Proactive with experience in administrative roles
- Skilled in Providing friendly, informative customers interactions and administration duties
- Highly Organized and Self Motivated
- Skilled in Accounting and ready to help in Bookkeeping
- Always keen on Improving and Evolving myself

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## Skills

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- Data Entry
- Microsoft Word
- Microsoft Excel
- Working Under Pressure
- Time Management
- Professionalism
- Inventory Control
- Organization
- Administrative Writing Skills

## Experience

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Administrative Assistant: Sports vision

07/2019 to 07/2020

My assignments were:

- Creating list of teams & companies we're contracted with
- Creating Invoices and Posting them
- Reviewing data for errors and missing pages
- Keeping records and reports up to date
- Giving Daily Updates on Production Status
- Organize and Schedule Appointments
- Filing Documents
- Sending SOA (Statement of Account) to customers by email

Teacher: CIS college

01/2017 to 06/2019

My assignments were:

- Developing classroom lesson plans
- Delivering lectures and info to my class
- Teaching the students how to use the school's software

Private teacher: English & French

09/2016 to 06/2019

I would visit my students at their houses and help them study by explaining to them what they're having difficulties with whether it was in French or English

Data entry Operator: AWPP (Awraq Printing Press FZ LLC)

12/2021-Present

My Assignments are:

- Creating Invoices & Posting them on QuickBooks
- Managing both Customer & Supplier Balance Sheet
- Managing Inventory Quantity adjustment

- Creating Work Schedules & Project Plans to meet Deadlines
- Giving Daily Updates on Production Status
- Maintaining Supplies Inventory by checking Stock to determine inventory level
- Writing Cheques
- Filing Documents
- Making Closing Entries
- Creating Monthly estimation on excel
- Sending SOA (Statement of Account) to customers by email

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#### Education

Bachelor's: Management Information System	08/2016 to 06/2019
Beirut Arab University	Beirut-Lebanon

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#### Languages

Arabic: Native	French: Fluent
English: Fluent	Japanese: Conversational

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#### Certificates

- IC3 Digital Literacy Certificate
- Case Studies in Business Analytics with Accenture
- Foundation of Marketing Analytics
- Digital Products Managements
- Project Management Principles & Practices

- Emerging Technologies
- IOT Wireless& Cloud Computing Emerging Technologies
- International Business I
- Psychological First Aid
- Sports and Society Strategy Formulation
- Communicating Business Analytics Results
- International Business II
- Strategy Formulation
- Communicating Business Analytics Results

#### Software

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I've worked on these Softwares:

- QuickBooks
- Phoenix Technologies

#### Courses

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- Business Law: 08/2016- 12/2016
- Business Math: 08/2016- 12/2016
- Business Ethics: 01/2017- 06/2017
- Business Statistics: 01/2017 – 06/2017
- E-Business: 09/2017- 12/2017
- Strategic Management: 01/2018 - 06/2018

- Operational Management: 01/2018 -06/2018
- Entrepreneurship & Venture Management: 01/2019- 06/2019

#### Additional Information

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I love watching anime and reading manga & light novels.

I've Watched over 400 Anime and Read over 250 Manga & Light Novels