

Sophia Nazeer

Hardworking and trustworthy individual with 3+ years of work experience as administrator, looking for a job as an assistant teacher, administrator, document controller, personal assistant or caretaker.

Experience

2000 – 2002 Liftec General Trading, Dubai (L.L.C)

- Administration Work

2002 - 2003 Thyssenkrupp Elevator , Dubai(L.L.C)

- Administration Work

Education

Bachelors Degree in Mathematics

TKM College of Arts and Science

Diploma in Computer Science

(From a private sector based in Dubai)

Reference

Available only upon request.

Personal Info

Address

Zone #1
Mohammed Bin Zayed City,
Abu Dhabi, UAE

Phone

+91 56 9124571

E-mail

sophianazeer@gmail.com

Skills

Creative writing ● ● ● ● ●

Time Management ● ● ● ● ●

MS Word Document ● ● ● ● ●

Languages

English ● ● ● ● ●

Hindi ● ● ● ● ●

Malayalam ● ● ● ● ●

Qualification

UAE driving license holder.

Visa status

Residence visa.

