

GHASSAN ABUZANOUNA

Contact

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abulayanzanouna@gmail.com

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971564466246

Skills

Hard working Time Management

100%

Leadership Patience

100%

Decision-making Problem solving

100%

Drive Integrity

100%

Development that enables operating effectively in a rapidly changing environment. Work seriously and diligently and enjoy sincerity and honesty at work. Respect time and appointments.

100%

Good experience in dealing with customers . Complete the work with precision and focus Ability to work under pressure. Cooperation and love of teamwork, working in the spirit of one team

100%

Achievements & Awards

Volunteer work with the Red Crescent

Volunteer work at the Sharjah Voluntary Work Center

OBJECTIVE
To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

BIN KAMIL INVESTMENT GROUP – Sharjah	Jul 2017
CUSTOMER SERVICES OFFICER	- Aug
Responsibilities	2022

2022

May

Jul 2016

Printing All Kind Of Works.

<p>Microsoft Certified Systems Engineer (MCSE) from Baghdad Institute (January 2001 - May 2001) Computer Certificate from Sharjah Net Institute (June 2003 - July 2003) Introduction to Programming World from Barmej.Com (August 2018 - September 2018)</p> <p>Languages</p> <p>English good</p> <p>Arabic native language</p>	<p>ADVANCED TECHNOLOGY BELTING TRADING – Sharjah</p> <p>CUSTOMER SERVICES OFFICER</p> <p>Responsibilities</p> <p>Sort Files for the Owners, the Company & Customers.</p> <p>Send & Receive Quotations from Companies. Receiving Purchase Order from Companies.</p> <p>Maintenance the Computers of the Software, Hardware & network.</p> <p>Delivering Goods to Customers All Over Emirates.</p>	<p>Dec 2010</p> <p>- Apr 2014</p>
	<p>AL SELAH RENT A CAR – Dubai</p> <p>OFFICE DIRECTOR</p> <p>Responsibilities</p> <p>Establish company goals and objectives, both short-term and long-term. Develop business plans and strategies.</p> <p>Advise the board of directors on strategic issues. Present reports on the company's business and performance to the board.</p> <p>The Payment Irregularities Automotive.</p> <p>Registration, Renewal & Deliver Cars to Customers during Rent.</p>	<p>Sep 2006</p> <p>- Nov 2010</p>
	<p>LEGACY CARGO</p> <p>OFFICE DIRECTOR</p> <p>Responsibilities</p> <p>Clearance of Goods from Dubai Cargo Village.</p> <p>Ridding the Companies Transactions.</p> <p>Redeem Certain Transaction Owner of the Company & Arrange Files & Making Appointment withing the company.</p>	<p>Jun 2004</p> <p>- Aug 2006</p>
	<p>AJMAN UNIVERSITY OF SCIENCE & TECHNOLOGY</p> <p>SECURITY GUARD</p> <p>Responsibilities</p> <p>Inspect and patrol premises regularly</p> <p>Monitor surveillance cameras</p> <p>Protect students and staff members</p> <p>Approaching suspicious persons</p>	<p>Jan 2002</p> <p>- Mar 2004</p>

AL MOHR GENERAL MAINTENANCE – Dubai

Feb 1997

SECRETARY AND PRO

- Mar

Responsibilities

2000

Transaction Rid of Immigration, The Ministry of Labour & Private Companies.

Sending Quotations, Receiving LPO, Sending & Receiving Emails & Faxes.

EDUCATION

Dubai Diploma in Operations Management (Ops) Aug 23 |
Alison – Online Courses

DUBAI SECONDARY SCHOOL

HIGH SCHOOL DIPLOMA Jul 95