



FATIMA ALBEAK

Production coordinator

About me

I am an organized, meticulous person. I can do my work efficiently under any pressure. I am good at dealing with people from different cultures, and I am independent. I want a job that allows me to show my creativity, and stimulates the spirit of challenge and determination. I have a lot of experience and expertise. I want to benefit others, and I am ready to learn and acquire skills.

Communication



+971581966707



fatimaalbeak3@gmail.com



Abu Dhabi

Language

- Arabic
- English

Expertise

- Production coordinator
- Cashier
- Warehouse keeper

Experience

Production coordinator

Al Ahlam Food Products Company
2023_2024

Assisting the production manager in organizing, planning and implementing strategies.

Coordination of operations. Achieving goals and implementing the task schedule to the fullest extent. Preparing periodic reports for produced foodstuffs Follow up the production process

Cashier

Al Ahlam Food Products Company
2021_2023

Receiving customers when entering or leaving the store. Manage transactions with customers using cash registers. Follow up on exchanges and returns of products. Inventory and collect payments whether in cash or credit cards. Issuing receipts, refunds or changes.

Redeem coupons and purchase vouchers.

Warehouse keeper

Bee patisserie to Bakery 2020 - 2021

Receiving the various materials that come to the warehouse, matching their quantities and specifications, and storing them according to their nature in a way that ensures their preservation and disbursing requests received from the competent authorities.

Education

Technical and Statistical Institute in
Damascus, Department of Computers
2019_2021

High school diploma, scientific branch, in
Damascus 2018_2019

Skills Summary

creativity.
Teamwork.
cooperation.
work as one team

Work under pressure
Adaptability.
Emotional intelligence