



Curriculum Vitae
IMAN ABDULKARIM JAWHAR

Personal Information

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Location - Dubai Marina
Driving License - 2017

Personal profile

An energetic, enthusiastic and dynamic colleague, with a strong desire to work in a driven team environment. I'm a team player, who is goal orientated, highly motivated and the ability to work effectively under pressure. I will do all I can to maximize every opportunity. I'm someone who is highly computer literate and well organized. Currently looking for a suitable position that offers a rewarding structure, as well as long term career progression opportunities. I Have Attention to detail, Strong time management skills, as well as communication skills. Ability to work well with others, Quality management skills, Works well with deadlines, Knowledge of logistics systems, Understanding of transportation limitations and regulations, Ability to contribute individually to greater goal, planning skills, Understanding of transportation issues, Knowledge of logistics subset.

Work History

November 2015 – Current in Modern Bakery LLC.
Computer Operator - UAE – DUBAI

- Purchase Order Creation.
- Support, maintain, Implement and operate SAP solutions.
- Train newly employee with SAP function.
- Receive, send, and transfer to appropriate department and archiving Emails.
- Scan and archive document.
- Redirect shipments (Import & Export) to the appropriate department.
- Send promotional Emails to customers.
- All Available upon request Objective.
- Answered inquiries concerning standardized policies, procedures and regulations.
- Prevented scheduling errors by demonstrating strong attention to detail while managing daily calendar and creating weekly or monthly reports and presentations.
- Wrote reports and correspondence from dictation and handwritten notes.
- Welcomed guests and clients in upbeat and friendly manner.

- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Processed financial documents including contracts, expense reports and invoices.
- Maintained all office files, both electronic and hard copies.
- Strengthened traceability and developed organization systems for records, reports and agendas.
- Received and screened high volume of internal and external communications, including email and mail.

**2006 Till 2015 –Al Mamlouk Metal Coating Materials
as Executive Secretary.**

- Commercial correspondence and managerial works.
- Purchasing and logistics Chemical Catalogues translation (English - Arabic).
- Met incoming customers and provided friendly, knowledgeable assistance.
- Drafted and corrected professional business letters, internal memoranda and less formal email communication.
- Managed clerical needs of company employees, including copying, faxing and file management.
- Turned dictation into complete letters, memoranda and emails.
- Received, routed and filed student paperwork for registrations and withdrawals.

**2003 Till 2015 – Obstetrics and Genecology at Specialized clinic for obstetrics and
gynecology.**

- Implemented program on the laptop for digitizing and organizing Number medical records.
- Answered phone calls and messages medical facility, scheduling appointments and handling patient inquiries.
- Contacted hospitals to confirm patients medical histories.
- Developed guidelines for data integrity and management policies, safeguarding enrolled individuals' privacy and security.
- Trained junior staff on office procedures and regulatory requirements.
- Ordered supplies based on stock quantities, expected usage and budget limitations.
- Updated computer system with latest information to keep records current and accurate.

Skill

- Operating systems
- Data collection and analysis
- Technical analysis
- Programming
- Technical writing
- Data entry

Certificate

- *ICDL International Computer Driving License*
- *CVJ: Comprehensive Video Journalism in 2019*