



**Wahida Mohamed
Abdalla**

Human Resource

- Dubai, UAE
- Mob no: +971 501089078.
- wahidakutwaa112@gmail.com

HOBBIES

- Cycling
- Traveling
- Cooking
- Reading

SKILLS

- Customer or guest service
- Clear communication
- Fluent in English & Swahili
- Conflict resolution
- Telephone etiquette.
- Problem-solving
- Teamwork
- Good computer knowledge
- Multitasking and prioritizing
- Attention to detail.
- Policies and procedures
- Microsoft Office
- Accounting
- General management.
- Leadership
- Excellent communication skills

SUMMARY

I am a motivated, Hardworking person who can work without supervision and able to uphold good order on sites whilst working within the company's procedural guidelines.

WORK EXPERIENCE

► Al Watan Bakery – Sales Assistance

Malindi, January 2021 – Current

Duties and Responsibilities:

- Processing payment in transactions
- Helping customers locate specific item.
- Ensuring each department is fully stocked.
- Promoting special offers
- Arranging special offers.
- Arranging displays for best sales performance.
- Managing customer complaints.

► One Coach Consultant (LinkedIn Online) – Human Resources

Malindi, January 2021 – Current

Duties and Responsibilities:

- Plan and manage recruitment and selection staff.
- Plan and conduct new employee orientation.
- Identify and manage training and development needs for employees.
- Develop and implement human resources policies and procedures.
- Administer Human resources policies and procedures.

► Auto Village Limited-

Nairobi, September 2019 – March 2020

Duties and Responsibilities:

- Preparing and conducting meetings
- Research
- Bookkeeping
- Financial analysis
- Summary and report writing
- Human Resource
- Contact management.
- Bank Reconciliation
- Digital marketing



PERSONALITY TRAITS

- Honesty
- Confident
- Trustworthy
- Punctual
- Responsibilities
- A positive attitude towards my work.
- Understanding
- Patience
- Professionalism and strong ethics.

LINGUISTIC PROFICIENCY

Language	Read	Write	Speak
English	✓	✓	✓
Swahili	✓	✓	✓

➤ ACADEMIC QUALIFICATION

- **Diploma in Business Management-** Kenya Institute of Management (KIM)- Jan- 2020 to current.
- **Machakos Academy Girl's High School-** Machakos Kenya Certificate in Secondary Education- Jan 2012 to November 2016
- **Better Future Academy-** Kenya Certificate of primary Education- Jan 2004 to November 2011

PERSONAL DETAILS

Name
Date of Birth
Sex

: Wahid Mohamed Abdlla.
: 18th September 1997
: Female



Edit with WPS Office

Nationality.	: Kenyan
Religion	: Islamic
Marital Status	: Single
Visa Status	: Visit Visa
employment Current Address.	: Dubai.

DECLARATION

I do hereby confirm that all the information mentioned above is true and correct to the best of my knowledge & describes my qualifications and myself.

THANK YOU

Yours sincerely,
Wahida Mohamed
Abdalla

