

SALAM ALI AL SHARKAWI

Touch consultant **TFH** Dubai branch

SUMMARY

Communicate with all parties inside and outside the company
Owners, contractors and members of the company
Scheduling appointments and meetings
Writing , sending and receipt of all company correspondence
Organize and save files
Writing and sending tender invitation make tender CD and
delivery information to contractors and receive quotations
Send and receive soil reports and survey reports



OBJECTIVE

The Executive Secretary reports to the general manager and is responsible for providing senior level secretarial and clerical services for the general manager , project manager , account manager and all engineers in office

PERSONAL DATA

Name: Salam Ali AlSharkawi
Date of Birth: 06/12/1989
Nationality: Palestinian
Total years of experience : 3 Years
Contact info: 00971553498918
S.alsharkawi@touchgroup.org

EXPERIENCE HISTORY

TFH touch consultant Dubai branch 2014- present
Executive Secretary
Everest Consulting Engineering, Ajman-2013-2014
Assistant Director of Projects
Haroun Private Hospital Lattaki , Syria
Reception and accounting

EDUCATION

Diploma of the institute technical Engineering
department and aerial photography, topographic
Tishreen University , Institute Civil Engineering
Lattakia, Syria

Computer Skills

Excellent in major windows office Word, Excel, Power Point)

Accurate and rapid keyboarder, work within personal computer environment and work environment.

Experienced editing and profiling lengthy documents.

Highly organized and details oriented, knack for understanding procedures and logistics.

Browsing the Internet, communicating through emails

AutoCAD, AutoCAD land

Geographic Information System (GIS)

Photo shop