



NESMAH AHMED

Executive Administrative
Assistant

CONTACT ME

+90 535 682 13 77

+90 534 338 03 82

GÖKEVLER Mah,
Esenyurt/Istanbul

LANGUAGES

Arabic
Mother Tongue

100%

English
Very Good

80%

Turkish
Good

35%

ABOUT ME

I would like to introduce myself as a Dynamic, Self-motivating talented person with 7 years valuable experience. I've worked in different positions in diverse fields. Am seeking to improve and expanding my qualification especially in commercial and management market, and keeping up the business market opportunities. Also, am looking to applied my idea to establish my own business in the future.

EDUCATION

American Language Institute

(New Horizon) - Yemen

2015 - 2016 English Language Courses

Administrative Correspondence

Belquees Commercial Institute - Yemen

2014 - 2015 Courses

Cambridge International Examinations

2013 - 2014 International Diploma in IT Skills

Vocational Secondary School

Belquees Commercial Institute - Yemen

2013 - 2014 Accounting

EXPERIENCE

Executive management assistant
Zwaya company - KSA (online work)

2019-Until now

Call Center Department
Tebessum for Real Estates - Istanbul

2018-2019

Sales And Customer Service
VIP-BRANDS for Online Shopping

2017 - 2018

Secretary and Photoshop Designer
Afuk Al-Majd for Real Estate and Tourism

2017 only



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Assistant

PRIVATE BUSINESS

SahlanahaYE Application
Draw on T-shirts
Print and design On T- Shirts
Print books and curriculum
Creating new Marketing ideas

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PACKING AND PACKAGING ORDERS
CAKE4U FOR CAKES AND PASTRY
FAMILY BUSINESS

WORKSHOPS

Volnteer in Nahthat Shabab for development
Volnteer in Shabab Nashe' ea for development
Leader for Bright Side Team

ADMIN SKILLS

Team leadership.
Managemengt skills.
Versed in administration procedures.
Hard worker.
Able to work under pressure.
Good listener, communication& negotiator.
Bilingual speaker (English and Arabic).
Computer Skills and design.
Ability to evolve and adapt.
Do different activities .