

RYM KALKOUL

CONTACT

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 Abu Dhabi - UAE

Algerian

06/03/2000

INTERESTS

TRAVELING

BUSINESS

ARTS & ENTERTAINMENT

ILLUSTRATION

EDUCATION

DEGREE/BACHELOR

Faculty of Economics
, Commercial and Management
2017-2021

HIGH SCHOOL GRADE 12

Emirates Private School (
Abudhabi)
2017

ENGLISH LANGUAGE

Al Khawarezme
2014-2015

OBJECTIVE

My objective is to reach my goal and company's goal, I would like to be benefited with self development and enriched with more skills and experience during work, To be successful and improve my personal skills.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

Injazat | Abu DHabi | 2022-2023

- Communicate with customers And constantly assess their needs.
- Took an additional task on manger's request.
- Completed assigned work within deadlines and to company standards.
- Created email notifications, invitations and agendas for meetings, events and appointments.
- Acted as main contact for internal and external clients.

ASSISTANT

Credit Populaire D'algerie | Algeria |
2021

- Completed assigned work within deadlines and to company standards.
- Demonstrated open communication and collaborated with various teams.

SHOP ASSISTANT

fashion shop | Algeria | 2018

- Updated product labelling and pricing to reflect discounts and offers.
- Covered extra shifts and maintained flexible schedule to achieve store goals.