

# Mashail Mohammed Adam

## Contact

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## Education

**International Technical Female  
College at Al Khobar**

**(Interserve learning &  
Employment)**

- Business administration diploma
- Cambridge English Entry Level Certificate in ESOL international (Entry 3) (Preliminary)
- International Certificate in IT Skills – Cambridge International Examinations Microsoft.

## Certificates:

- Business administration diploma
- Cambridge English Language Assessment.
- International Certificate in IT Skills – Cambridge International Examinations Microsoft.
- Sabre and Galileo certificate travel agency for 6 months

## Objective

**A confident lady full of energy looking for a challenging mission in a respected organization that will utilize my background and allow me to be a part of their team and give me the opportunity to help the company advance efficiently**

## Work Experience

**Student Achievement Support and Service, Oxford  
partnership | 2019 – 2020**

- Worked directly with weak students to achieve academic performance
- Gathered and organised files and research papers.
- Met incoming customers and provided friendly, knowledgeable assistance.

**Dnata Travel Agency , Corporate | 2018 – 2019**

- Arranged travel accommodation for groups, couples, executives and special needs clients.
- Call Service

## Skills

- Think outside the box in creative ways.
- Ability to type emails and reports proficiently
- Computer skills Microsoft office.
- Ability to read, write & communicate in English.
- Communicate clearly with customers & co-worker .