KHADIJEH ZAINALI

Khadijeh.zainali@gmail.com

Deira, Dubai, U.A.E
MOB: +97150 272 2869



OBJECTIVE

Dedicated and detail-oriented professional with experience in accounting support, customer service, and sales coordination. Seeking a challenging role with a reputable company in Dubai

Work Experience

Al Meshkat Aldhahabi General Trading LLC – Dubai *(01 July 2018- Present)*
Administrative & Sales Coordinator

- Handling phone calls
- Coordinating with team members
- Registering and archiving sales reports

Yalda Trading- Dubai *(2016- 20 June 2018)*
Accounts & Sales Support

- Recording Purchase and sales transactions
- Issuing Purchase and sales vouchers

Zareen Money Exchange – Dubai *(2010 – 2016)*
Customer Service & Transaction Coordinator

- Filling, updating, and recording customer transactions
- Handling telephone inquiries and providing customer support

Fundamental Gifts Trading – Dubai *(2006 – 2007)*
Secretary & Customer Service Clerk

- Serving as a secretary in a gift shop, handling daily tasks
- Working as a cashier, processing customer payments
- Receptionist and customer services clerk
- Maintaining employee accounts and keeping organized records.

KEY SKILLS

- **Languages:** Fluent in Farsi, intermediate in English
- **Computer Skills**: Proficient in Windows, Microsoft Office, internet, and email
- **Typing**: English and Farsi
- **Communication**: Ability to work effectively in teams, Friendly and sophisticated among others.

EDUCATION

- **Azad University of Sabzevar- Neyriz-Iran**
  Bachelor of Arts – Literature

  Sep. 2003 - Mar 2006
  Jan. 2008 – June 2010

PERSONAL DETAILS

- Date of Birth: 26-Dec-1981
- Iranian
- Single
- Father sponsored Visa
- Enjoy Travelling, reading and walking

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