

Melika Sedaqati

Dubai, UAE

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Professional Summary

Motivated and reliable administrative candidate with a Master's degree in Teaching English as a Foreign Language (TEFL) and hands-on experience in education, customer service, and real estate support. Experienced in both remote and on-site roles with Dubai-based companies. Seeking an entry-level administrative or office position in Dubai with opportunities for growth and skill development.

Education

Master's Degree in Teaching English as a Foreign Language (TEFL)

Iran

Work Experience

Administrative Support – Real Estate (Remote & On-site)

Dubai Real Estate Company | Several Months

- Assisting with basic administrative and coordination tasks
- Communicating with clients and agents via phone, WhatsApp, and email
- Following up on listings and daily office tasks

English Language Teacher – Children & Teenagers

Language Institutes | 4 Years

- Teaching English to children and teenagers
- Preparing lesson plans and classroom activities
- Monitoring student progress

Academic Supervisor

Language Institute | 2 Years

- Supporting teachers and monitoring classes
- Coordinating schedules and placement testing

Travel Agency Staff

Airline & Travel Agency | 2 Years

- Assisting customers with reservations and inquiries
- Handling basic administrative tasks

Skills

- English Language: Advanced
- Microsoft Word & Excel: Basic
- Office Administration: Basic
- Social Media Administration: Basic
- Videography & Video Editing: Beginner
- Communication & Time Management

Languages

English: Advanced

Persian: Native