

Yasmin Ibrahim

Financial Assistant



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OBJECTIVE

Naturally empathic, I have the ability to listen in order to effectively communicate with customers to improve their experience with the company. With my positive attitude and acquired knowledge, my goal is for customers to end the goal with their expectations met.

CAREER

2020

JAN-JUNE

Appen

FREELANCER

- Transcription of audio files.
- Translation from Arabic to English and vice versa

2020

OCT- 2021 JAN

VAO

VIRTUAL ASSISTANT

- Handling emails
- Writing articles
- Communicating and following up with clients
- Handling Marketing tasks and social media
- CRM

EDUCATION

2017-2020

UNIVERSITY OF THE CORDILLERAS

Bachelor of Science in Business
Administration- Financial Management

SKILLS

- Project Management
- MS Office
- Database Management
- Handling teams
- Able to learn quickly

LANGUAGES

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- English
 - Arabic