

NASIMAH AHMAD

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ABOUT ME

I am Nasimah Iranian individual. graduated from high school with a major in IT and IT graphic, I possess a solid foundation in this field and a genuine enthusiasm for creative visual expression. I am eager to leverage my skills and knowledge to contribute to the dynamic world of computer.

Throughout my academic journey, I have gained practical experience and proficiency in various software applications, including Microsoft 365 Apps, Adobe Photoshop, Illustrator, Word, Corel Draw, PowerPoint, Premiere, after effects, and InDesign. I am adept at translating ideas into visually appealing designs and have a keen eye for detail. Additionally, my IT background has equipped me with a solid understanding of technology, further enhancing my ability to navigate and utilize digital tools effectively.

EDUCATION

High school diploma
Graduated 2022-2023

SKILLS

- Communication skill
- TIME MANAGEMENT SKILL
- Collaboration skill
- Customer service skill
- Research skill
- Data analysis skill

CERTIFICATIONS

- Typing Certificate:
  Achieved demonstrating proficient typing skills.
- Web Development Certificate:
  Can create a website with designs.
- Animation Certificate:
  Earned PowerPoint from school acquiring skills in 2D/3D animation, motion graphics, and visual effects.

LANGUAGES

- ENGLISH
- ARABIC
- PERSIAN

WORK EXPERIENCE

First Bridge Real Estate Company

August /2023 - 2024/January

Dr Seyed Ahmad Dental Clinic

August/2024 - December /2024

- In my role as a receptionist and admin manager, I was responsible for ensuring smooth daily operations within the office. I consistently handled customer interactions, both in-person and over the phone, providing excellent service and addressing any inquiries or concerns promptly. I facilitated meetings with clients, ensuring their needs were met and that the company's services were clearly communicated.

- Additionally, I managed employee needs, coordinating tasks and ensuring they had the resources necessary to perform their duties efficiently. This included maintaining office supplies, coordinating schedules, and facilitating clear communication across departments.

- I also took charge of various administrative tasks essential to the company's success, such as organizing documents, maintaining records, and overseeing internal processes to ensure the company operated smoothly.