



# Vian Mahmood

Office Administrator

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## Languages

Arabic

English

## About

I feel that I have excellent communication skills and have and enjoy working with different people each day. I pride myself on providing the best customer service that I can and I like to make sure that my customers come back because of the experience they have had.

### BRANDS WORKED WITH

Permanent Al Ghodwa Group Amman

## Experience

### ● Office Administrator

Permanent Al Ghodwa Group Amman | Jan 2018 - Aug 2020

- order office supplies, tenders filling, organise company delegates schedules and meetings

## Education & Training

1999

### ● Baghdad University

Bachelor's degree,