



# Mohamedamin Ismail Saleh

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Liverpool , Merseyside L7 7ER

Nationality: Somali

## SKILLS

- Outgoing and friendly Receptionist delivering excellent customer service and administration. Excels in calendar management and scheduling, data entry and database administration. Focused and dependable with outstanding client communication.
  - Answered 16-24 + telephone calls per day back in somalia. compiling detailed notes and promptly forwarding as required.
  - using the skills that i was taught back it really taught me the ways of communication and so in and time management and the ways others xan rely on it too in jobs and so on.
- 2+ year experience in Microsoft teams, microsoft excel, organisational skills.

## LANGUAGE

English:

Fluent

## PROFESSIONAL SUMMARY

I hope to achive body language with other people and making sure i am the right fit for this position and looking to maintain my own expected purposes in a few years time.

## WORK HISTORY

June 2023 - June 2023

**Mospits Lane Primary School** , Mrs K Owens, Liverpool , Merseyside

- This was a work experience i did in school right after finishing my GSCE exams on the 16th June and going over the work experience everyone would be doing.

December 2023 - January 2024

**Receptionist**, Mrs Waris Hasssan Yusuf, Burco , Somalia

- i worked in somalia as an receptionist and took calls and booked people in for meetings.
- i would also usually serve tea to the employees as it was a good faith to myself and my colleagues and so on.

## EDUCATION

September 2018 - June 2023

**English, Maths , ICT**

**Childwall Abbey School**, Childwall Abbey Rd, Liverpool L16 5EY

My education i did was pretty alright and so on, the contributions ive had in this school has put on a real passion for me and the conclusions i would go through from starting school to finishing school.

the circumstances ive had in there was on point and the rules and regulations in that school to make sure everyone puts on a maintained standard in this situation.

## CERTIFICATIONS

- 2023/2024-certificate for participating in Everton sporting Activity 8 months prior.
- 2024-January certificate in somalia for completing my 1 month course trial as a receptionist.

## ACCOMPLISHMENTS

- Collaborated with team of groups of 2 in development of animation for a college project.