

United Arab Emirates
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Mai Hamdan Nasser Bin Ammar Al Ghafri

Objective

Achieving a challenging senior position where my experience and knowledge can be employed and developed.

Personal Information

Nationality: UAE
Gender: Female
Religion: Muslim
Date of Birth: 04/08/1985
Place of Birth: Dubai
Marital Status: Singl

Education

- | | | |
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| 2017 | Dubai Future Academy | Dubai |
| ▪ Diploma in Future Design | | |
| 2009–2011 | The British University in Dubai | Dubai |
| ▪ Master in Human Resource Management | | |
| 2003–2007 | Zayed University | Dubai |
| ▪ Bachelor of Business Sciences - Accounting | | |

Experience

- | | | |
|--|--|--------------|
| Jan 2018-Current | Dubai Electricity & Water Authority | Dubai |
| Acting Manager, Orientation & Induction – Learning & Development Department | | |
| ▪ Managing all activities and function related to Orientation & Induction Section. | | |
| ○ Developing & managing UAE National Fresh Graduate Program. | | |
| ○ Developing & manage Training Courses (Internal & external). | | |
| ○ Developing & manage Secondment Programs (Local & International). | | |
| ○ Project Manager of Dubai Carbon Ambassadors Program 2017 & 2018. | | |

2017-Current Dubai Human Development Award Dubai
Certified Assessor of DHDA Award

Sep 2013- Dec 2017 Dubai Electricity & Water Authority Dubai
Assistant Manager, Orientation & Induction – Learning & Development Department

- Project Manager of Dubai Carbon Ambassadors Program 2015/2016.
 - It's a youth development program launched in collaboration with United Nation Development program.
- Managing International Secondment/Exchange Programs
 - Program custom made to develop the freshly graduated employees in DEWA in collaboration with international companies.
- Handling 200+ UAE national fresh graduates.
 - Coaching/Mentoring.
 - Growth Development.
 - Performance Monitoring.
 - Training Development.
 - Monitor Satisfaction & Retention Level.
 - Solving Issues/Problems.
- Preparing Orientation Program.
- Conduct Induction Sessions.
- Arrange Training Programs.
- Organizing Conferences.
- Handling Workplacements/Intrenship Students.
- Handling Summer Training Program.
- Handling Projects & Field Trips Request.

Jan 2008 - May 2013 Dubai Airport Free Zone Dubai
Sr. Officer, Accounts Payable – Finance Department

- Expert in working with CODA & Oracle Financial Systems.
 - Participated as a super user for implementing Oracle Financial & Procurement & data migration between the systems.
- Operational Responsibilities.
 - Handling all suppliers'/Customers' payments.
 - Issuing cheques, Telex Transfers, Credit Card Payments.
 - Prepares & record invoices and relevant receipt vouchers.
 - Monthly Closing exercise.
 - Preparing Accruals & Provisions.
 - Handling Advance Payment & Bank Guarantees.
 - VAT re-claiming process.

- Customer Interface.
- Handling staff payments & petty cash.
- Reconciliation of AP liabilities.
- Preparing Management Reports.
- Supervising 2 team members.

Sep 2007-Dec 2007

Dubai Airports

Dubai

Internship (University) - Finance Department

- Working in all the sections in Finance Department, reconciliation and helping the accountants when required.

Training

- Supervisory Skills.
- Interviewing Skills.
- IFRS Training.
- Accounts Payable: From Accounting To Management.
- Critical Thinking.
- International Computer Driving License (ICDL) – 7 Modules.
- Developing Interpersonal Communication, Customer Service & Time Management Skills.
- Interpersonal Communication Skills.
- Information Security Awareness.
- Core Competency Workshop.
- Team Building.

Abilities

- Work independently with no supervision.
- Leading projects.
- Corporative team member.
- Interact effectively in dealing with diverse groups.
- Strong experience dealing with frequent interruptions.
- Effective preparation of documents, with close attention to detail.
- Analytical skills, with a demonstrated ability to solve problems.

Languages

Arabic & English. (Fluent in reading, writing, and speaking)