

Reem Al Khalil

United Arab Emirates | Female | 23

Target MSc: Management

PROFESSIONAL EXPERIENCE

HR Intern - Real Estate Group (Feb 2023 - Jul 2023)
Screened CVs and coordinated interviews
Assisted in preparing HR reports and dashboards
Supported talent acquisition and onboarding processes
Administrative Assistant (part-time) (2021 - 2022)
Handled office coordination and documentation
Assisted HR and administration teams with daily tasks

EDUCATION

Bachelor in Business Management, University of Sharjah, 2020 - 2023
Focus on HR management, organizational behavior, and business operations

SKILLS

HR basics, Excel, reporting, recruitment support

LANGUAGES

Arabic (native), English (fluent)

PERSONAL INTERESTS

Talent development, wellbeing, HR innovations