

# Reem Al Khalil

Argentinian | Female | 23

*Target MSc: Management*

## PROFESSIONAL EXPERIENCE

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- 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

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

## SKILLS

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- HR basics, Excel, reporting, recruitment support

## LANGUAGES

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- Arabic (native), English (fluent)

## PERSONAL INTERESTS

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- Talent development, wellbeing, HR innovations