

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