**FATIMA HAMAD MATAR ALKAABI**aljo3an.108@gmail.com | 0566665553 / 0509999108 | Al Ain, Abu Dhabi, United Arab Emirates

**EDUCATION ‎‎**

**Higher Colleges of Technology Al Ain**

*Diploma in Information Technology 2009-2012*

* Coursework: Introduction to Information Technology, Networking Fundamentals, Database Management, Software Development, Web Development, IT Project Management

**UM-Kalthum Girls School Al Ain**

*High School Diploma 2008-2009*

**WORK EXPERIENCE ‎**

**Higher Colleges of Technology Al Ain**

*Intern 2012*

* Assisted in managing student records and services.
* Developed and implemented various student support initiatives.
* Contributed to the organization of campus events and activities.
* Provided administrative support to the Student Services team.
* Facilitated communication between students and campus administration.

**PROJECTS ‎**

**Student Services Enhancement Project Al Ain**

*Project Lead 2012*

* Developed a strategy to improve student services by incorporating feedback.
* Led the implementation of new student support systems.
* Coordinated with various departments to ensure seamless execution.
* Conducted presentations to report progress and outcomes to senior management.

**LEADERSHIP EXPERIENCE**  **‎**

**Higher Colleges of Technology Al Ain**

*Student Leader 2012*

* Led student engagement activities and events, enhancing campus life.
* Coordinated between students and faculty to address academic and extracurricular needs.
* Supervised a team of volunteers during major campus initiatives.
* Managed the allocation of resources for student events.

**SKILLS AND ADDITIONAL TRAINING**  **‎**

1. Business Management Skills
2. Training and Development
3. Finance Skills
4. Strategic Thinking
5. Technical Skills

* International English Language Testing System (IELTS) - Scored 4.5, 2012