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PERSONAL PROFILE

Gender	:	Female
Marital Status	:	Single
Nationality	:	Emirati
Languages Known	:	Arabic and English

OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

EDUCATION

Higher Colleges of Technology, Al Ain Women's College **Dec 2020**
Bachelor of Applied Science in Computer and Information Science, Networking
GPA: 3.25

Maryam Bint Sultan High School, Al Ain, UAE **June 2015**
Graduated 12th Grade, with average 79.4%

SKILLS

- Spirit of teamwork.
- Excellent Time management.
- Proactive.
- Computer Skills.
- Work under pressure.
- **Software Application:**
 - Power Point
 - Word
 - Excel
 - Outlook
 - Prezi
 - Monkey surveys.
- **Technologies/Environment:**
 - Windows
 - Cisco Packet Tracer

WORK EXPERIENCE

Receptions Assistant, Al Rehab Medical Center, Alain UAE, November to December 2020

- Run various machines such as desktops, printers and sorters
- Answered customer telephone calls promptly to improve on-hold wait times
- Greeted visitors in person and via telephone calls
- Completed documentation of care, hospital actions and patient activities

Internship, Muraijib School Cycle Two, Al Ain, UAE, May to July 2019

- Assisted Grade 8 Students and Teacher in teaching.
- Explained computer programs and supported in-class learning
- Updated list of the Books in the library using Excel software.

Internship, Office of Alef Education department, Muraijib School Cycle Two Al Ain, UAE, June to July 2019

- Checked chrome laptops that students returned if it broke or it had damage on the screen.
- Connected the smartphone with the Epson projector by barcode or IP address.

CERTIFICATIONS

- Certificate of participation at Innovation week with Al Ain City Municipalities **February 2021**
- Certified Associate in Project Management **September 2020**
- Win the Third place in SAS Data Science Hackathon Competition **April 2019**
- Certificate of Achievement for being the Community Service volunteer **March-April 2019**
- IELTS Course achieved Band 5.0.

VOLUNTEER EXPERIENCE

Completed **186** hours of volunteer service outside the campuses and inside the Al Ain Women's College in various departments:

- Essential of Health **June 2021**
- Ideate Workshop to Prepare for the Bootcamp **June 2021**
- Attending Kawader Sessions **September 2020**
- How to choose your career path **June 2020**
- Travelling Korean culture 2018 **April 2018**
- Completed **44** hours of volunteer service at the ministry of education **March 2018**