# **Khamis Mohammad Hamad Almazrouei**

**Liwa, Al Dhafra Region**

**+971501551120 | khamisliwa9@gmail.com**

## **CAREER OBJECTIVE:**

An innovative UAE National, completed Applied bachelor of Science in Business Administration by JAN 2022 looking for opportunities to develop my career as successful Business man in a high teach and innovative organization, skills and career development opportunities, and to place my efforts with the Employer organization to achieve their strategic objectives.

## **SUMMARY**

## 

* Tadbeer\Customer service | 2020-2022
* Successfully Completed Toefl Exam with 513 as a score | 2018
* First Aid Certification - 2015
* Abu Dhabi Sewerage Service company | 2014-2015
* Attended workshop(Mastering the interview skills and follow-up strategy)-2014
* Professional Experiences Training Center-2013
* Did several volunteer activities

## **Technical skills & Soft Skills**

* I have good skills in the MS-Office tools which includes MS-Word, MS-Excel and MS-Power point.
* I have good communication skills that helps me to make friends with the unknown people and gain new relation ship
* I have developed good skills in facing the challenges of the real-world and finds the solutions to solve them.
* Confident, articulate in dealing with tasks
* I demonstrate good teamwork
* I am capable of looking for innovative solutions to the problems and I am highly self-motivated
* Good in management of time
* Arabic as native, good in English( Speak, Write, understand) and can speak Hindi language

## **EDUCATION**

2017 – 2022 | Institute of Management Technology, Dubai

**Applied Bachelor Science in Business Administration**

**GPA 2.99**

Major Courses:

* Global Logistics Management
* Advance Managerial Accounting

2013 | Farouq School,Liwa

**Higher School Certificate**

**Marks : 79 %**

## **INTERNSHIPS / VOLUNTEERING**

**Volunteering activities**

|  |  |  |
| --- | --- | --- |
| **Organization Name** | **Days / Month/Year** | **Activities** |
| Redcresent, Madinat Zayed | 1 day  March 2017 | Did filing, data feeding |
| Ministry of culture and Knowledge development- Madinat Zayed | 2 weeks, July 2017 | Well-handled emails and phone calls for the summer cultural event |
| Ministry of culture and Knowledge development- Madinat Zayed | 1 Week  August 2018 | Printing and files arrangements |
| Emirates Foundation Forum | One day  Sep 2018 | Printing and files arrangements |
| ADSSC-Abu Dhabi | 1 year 2014-2015 | Customer survives |

**Interests and Hobbies**

* Book reading | Volunteer activities |taking time to work on own business projects at home

## **References**

* **Mr. Rashia Mohammed** - Officer- Work Placement – Institute of Management Technology, [rasha@inmt.ac.ae](mailto:rasha@inmt.ac.ae) , 056 7573999