**Khamis Mohammad Hamad Almazrouei**

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**EDUCATIONInstitute of Management Technology, Dubai** *Applied Bachelor Science in Business Administration 2017 - 2022*GPA 2.99Global Logistics ManagementAdvance Managerial Accounting

**WORK EXPERIENCERedcresent, Madinat Zayed** *1 day, March 2017 Did filing, data feeding*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*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*Printing and files arrangements**Emirates Foundation Forum** *One day, Sep 2018 Printing and files arrangements*Printing and files arrangements**ADSSC-Abu Dhabi** *1 year 2014-2015 Customer services*Customer services

**Skills and Additional Training**MS-Office tools (MS-Word, MS-Excel, MS-Powerpoint)Good communication skillsProblem-solving skillsConfident and articulate in dealing with tasksGood teamworkInnovative problem-solvingTime managementLanguages: Arabic (native), English (Speak, Write, Understand), Hindi (Speak)