

Mustafa Abdul Razaq

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Volunteer Experience:

International School of Choueifat

Student Life Organization: SLO, Head of Sports and Health

2016, February to June

- *Oversaw 6 senior prefects: helped allocate their assignments and assisted them with ongoing tasks*
- *Arranged sports and hosting events within the school*
- *Gave healthy eating advice to the primary grades*

Sharjah TV

Graphic Design Department – Shadowing the Manager for the Graphic Design Sector

2015, February to March

- *Followed the manager and took notes for management*
- *Practiced graphic design with professionals*

Al Ikhtiyar

2015, March to April

- *Emailed clients to arrange sales*
- *Coordinated films to be packaged and delivered to the USA*

Education:

International School of Choueifat

2012-2016

- *Received high school diploma*

Skills:

- *Proficient in Microsoft Word, Excel, and PowerPoint*
- *Personable*
- *Highly motivated and goal orientated*
- *Effective leader and able to solve conflict in a calm manner*

References: *Available upon request*