**Curriculum Vitae**



**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:1564674**

E-mail: gulfjobseeker@gmail.com

Date of Birth: 17 April 1987

**Objective:**

To be affiliated with a company that has the highest degree of integrity and professionalism that will help me both as individual and as professional.

**Educational Qualifications:**

- A Bachelor degree in English language and literature / Final Average is 63.85% / 2005 – 2009.

- A degree in computer driving from Syrian Computer Society in 2009.

- A course in identifying training needs & evaluating training 2010.

- A Certificate from Gulf Technical & Safety Training Centre for completion of a course in Fire Warden 2011.

 High School 2004.-

**Work History & Experience:**

From 2 June 2010 to 30 June 2011:

Worked in Supreme Petroleum Council in Oil Spill Department in Ruwais as Logistic Assistant, carrying out duties of store keeping and store inventory, Distributing food allowance, Reserving hotels and housing for employees, Purchasing electrical equipment and other parts for Oil Spill Centre in Ruwais.

From 1 July 2011 to 29 February 2012:

Worked in Supreme Petroleum Council in Employees Relation Department (E-R) in Abu Dhabi as HR-Assistant Officer , Carrying out duties of Annual leaves processing, Late entry and early exit processing, Company card issuing, Security Pass issuing, Recruitment process Starting from filling the required documents of the new employees until getting the residence and transfer them to the sites .

From 1 March 2012 to 30 April 2015:

Worked in Abu Dhabi National Oil Company ( ADNOC ) in the office of export and import manger in Abu Dhabi as Administrator carrying out duties of Receiving and sending e-mails, arranging meetings for the manager, doing specific tasks for the manager as searching for equipment, writing both internal and external memos and letters.

From 1 May 2015 to 22 November 2015:

Worked in Abu Dhabi National Oil Company ( ADNOC ) in Environment Rehabilitation Department in Dabbiya as Logistic coordinator, Carrying out duties of employees housing and transportation, store inventory, following up on the ongoing coral reef project and mangrove project, managing employees duty on weekends and managing their vacations.

**General Qualifications:**

* Able to work well with Computer programs.
* Effectively able to work with diverse groups of people.
* Fast Learner.
* Adapt well to changes and pressures in the workplace.
* Speaking English & Arabic language fluently.