**Date of Birth**  11-9-1983

**Gender** Female

**Marital status** Married

**Education & Training**

Bachelor of Education in Computer Science Sep 2001-Jun 2005

Ajman University, UAE

International English Language Testing System (IELTS) July 2009

UAE University, , UAE

Awarded **Band 6.5** (Competent User)

International Computer Driving License (ICDL) April 2007

AlKhawarizmi Institute, UAE

Training in the Technology department as a programmer May 2005

Al Ain Hospital, , UAE

Training as a software programmer Sep 2004

Ajman University, UAE

**General Skills**

* Highly computer literate
* Strong communication skills and excellent creativity
* Hard working
* Able to work under pressure with a team or independently
* Flexible

**Other Skills**

* Demonstrated team leadership skills
* Sensitivity to people of diverse cultures
* Ability to manage multiple tasks simultaneously

**Computer Skills**

* **Operating Systems:**
* Windows 2000 Professional, Me, Windows XP Home, Professional Editions & Vista
* **Applications & Software:**
* MS Office 2000, XP, Office 2003, 2007 and strong knowledge of Computer & Internet browsing

**Experience**

**Community Policing & Police Science Institute 13th August 2012 – present**

**Abu Dhabi, UAE**

**Administrator**

 Core responsibilities:

* Using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases
* Liaising with staff in other departments and with external contacts
* Dealing with telephone and email enquiries
* Performs administrative and office support activities for multiple supervisors

 **Translator**

 Core responsibilities:

* Execute translation duties from English Language (according to specialization)

 to Arabic Language and Vice Versa.

* Perform immediate interpretation to formal meetings, seminars, conferences

 and training programs.

* Translate booklets and special correspondents related to activity, review it,

 and edit in order to publish it.

* Translate Visual Films and Audio cassettes from and to different languages
* Organize and archive references and update them
* Collect and Issue foreign terms and translate them into Arabic in order to

 make it available for all employees.

* Any other tasks his immediate manager assigned him within his line of specialties.

**Abu Dhabi Pension and Retirement Fund  Sep 2011 – August 2012**

 **Data Cleansing Officer**

Core responsibilities:

* Check source documents for accuracy
* Verify data and correct data where necessary
* Update data and delete unnecessary files
* Enter data from source documents into prescribed computer database, files etc
* Check completed work for accuracy

**Cognition Education Limited 16th Feb 2011-31st March 2011**

 **Translator/Interpreter - Temporary – Al Jimi School**

 Core responsibilities:

* Work with school team, translates school related documents and interactions with

 local staff

* Represents team members in situation where Arabic is essential
* Provides support to team members for typing documents, researching and sourcing

 Abu Dhabi specific information

* Participates actively in project delivery and completes documentation required to

 a high standard

* Develops and shares professional practices and tools to assist project team members

 and clients

* Works as an effective team member even in challenging situations such as

 resistance, pressure and support

**Center for British Teachers** **August 2007 – July 2010**

 **Liaison Officer**

 Core responsibilities:

* Providing spoken and written Arabic/English translation for school staff
* Supporting the CfBT team’s work by facilitating communication between the school staff
* Liaising with parents
* Maintaining pupil records and carrying out administrative tasks
* Documenting and recording information, processing all paper work, and performing administrative tasks
* Ensuring consistency with regards to educational terminology and standards
* Supporting all CfBT training or other events
* Providing interpretation at meetings as required and contributes to school’s events

**Centre for British Teachers** **April 2007 – June 2007**

 **Teaching Assistant - Asem bin Thabet School**

 Core responsibilities:

* Working alongside teachers in classrooms
* Helping children in all areas of the curriculum
* Assisting in planning and preparing the learning environment
* Helping to maintain a neat and organized classroom
* Setting up interest centres and preparing materials and resources
* Planning learning activities with teachers
* Preparing and presenting displays of students' work
* Supporting class teachers in photocopying and other tasks in to support teaching
* Supporting students with emotional or behavioral problems and developing social skills
* Reporting to Lead Teacher any problem which may occur with the children
* Observing, recording, and reporting on the behavior of individual children as assigned
* Assisting children individually or in small groups to facilitate understanding
* Undertaking other duties as director by line managers

**Hobbies**

I am interested in reading novels and articles with different subjects, technology and also listening to light music.