**First Name of Application CV No 1643034**

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Areas of Expertise

* Administrative Duties
* Managing several tasks

at the same time

* Assistance in

management tasks

* Experience in Filing

Personal Summary

A Business Administration graduate from Al Hosn University. I have skills and knowledge essential for any business organization. I have experience that has taught me proper critical thinking and strong problem solving skills. I am looking to obtain a position at a successful company where I can maximize my work experience as well as increase my development skills and training abilities.

Personal Skills

* Calm Temperament
* Creative
* Engaging
* Listening Skills
* Patient

Work Experience

***Tas’heel (July 2015- September 2015)***

***Human Resource Officer***

***Duties:***

* Organizing and maintaining all employee files and documents
* Planning, and sometimes delivering, training - including inductions for new staff
* Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
* Promoting equality and diversity as part of the culture of the organization
* Liaising with a wide range of people involved in policy areas
* Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates
* Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management
* Advising on pay and other remuneration issues, including promotion and benefits
* Undertaking regular salary reviews
* Administering payroll and maintaining employee records
* Interpreting and advising on employment law

***Arabian Nights Travel Agency (December 2014- March 2015)***

Business Skills & Competencies

* Proficient in: Ms. Office applications
* Out of the Box

thinking

* Superb Organizational

skills

* Team Leader
* Good Interpersonal Skills
* Proactive
* Multitasking skills

***Marketing Assistant***

***Duties:***

* Defining marketing campaign objectives
* Preparing marketing blogs and looked after social media marketing
* Writing articles and designed promotional adverts
* Providing regular updates on marketing effectiveness
* Writing and proof read marketing messages including advertising, web content, blogs, etc.
* Preparing campaign briefs for agencies and coordinating event management
* Uploading product information to e-commerce website

***Al Raha International (November 2013- November 2014)***

***Marketing Assistant***

***Duties:***

* Assisted the marketing manager and the marketing team with all marketing activities
* Handled production of marketing materials and literature
* Coordinated the production of a wide range of marketing communications
* Provided support for marketing events and exhibition displays
* Kept marketing department’s documentation and databases up-to-date
* Participated in weekly team meetings and other key meetings to gain exposure to the business

***RED FILO Summer in Abu Dhabi Event (July 2013- August 2013)***

***Team Supervisor In all Skilled Game Activities***

***Duties:***

* Managing a team of 20 individuals which were separated into 4 segments
* Supervising each individuals performance
* Handling ushering and customer services
* Handling complaints and suggestions from customers
* Managing time table for the team, organizing break times
* Prepared daily reports and reported to head manager
* Coordinated with fellow team leaders to achieve efficiency and successful customer service
* Supervised children
* Helped children if they had any problems or if they needed any help
* Communicated and taught children activities and games

Awards and Achievements

Personal Details

* DOB:

26 July 1994

* Nationality:

Lebanese Authority

Fathers Sponsorship

* Languages:

English & Arabic (Fluent)

* Certificate for Outstanding performance received by Abu Dhabi Science Festival 2012
* Vice President of Student Body at Rawafed Private School 2011
* Completed an online child psychology course from ATI institute for a duration of four months

Volunteer Work

* Science Festival 2011, 2012 & 2013 as science communicator
* Volunteer work at the Abu Dhabi Autism Center
* Volunteer work at the Student Center at Abu Dhabi University 2012
* Tutoring younger students in humanitarian subjects

Academic Qualifications

* Bachelor in Business Administration (Marketing)

***Al Hosn University (2011-2015)***

* High School Diploma

***Rawafed Private School (Graduate of 2011)***