**Curriculum Vitae**

[Fatima](AppData/Local/Temp/resume.htm" \l "con_firstname_)

[Fatima.311948@2freemail.com](mailto:Fatima.311948@2freemail.com)

[**Employment Objective**](AppData/Local/Temp/resume.htm#obj_sectiontitle_)

[I am looking for a challenging career that can give me a new experience. I have no problem to work in a long hour's job or under the pressure. Working for a Semi-Government or private organization is my target.](../AppData/Local/Temp/resume.htm#obj_details_)

[**Personal Information**](AppData/Local/Temp/resume.htm#per_sectiontitle_)

Nationality: UAE National

Resident of: UAE

Date of Birth: 25 July 1979

Place of Birth: Dubai

Gender: female

Marital Status: single

[**Academic Qualifications**](AppData/Local/Temp/resume.htm#edu_sectiontitle_)

[*UAE University in AL Ain*](../AppData/Local/Temp/resume.htm#edu_institution_0) , [Bachelor](../AppData/Local/Temp/resume.htm#edu_degree_0), [Arab Language](../AppData/Local/Temp/resume.htm#edu_subject_0) , [Sep](../AppData/Local/Temp/resume.htm#edu_frommonth_0) [1998](../AppData/Local/Temp/resume.htm#edu_fromyear_0) - [Jun](../AppData/Local/Temp/resume.htm#edu_tomonth_0) [2003](../AppData/Local/Temp/resume.htm#edu_toyear_0)   
[Included much more than Arab language, Math, English, IT, Science subjects where some of my subjects during my study.](../AppData/Local/Temp/resume.htm#edu_details_0)

***Professional Coursework***

* [Investment in small and medium enterprises](../AppData/Local/Temp/resume.htm#lic_title_0), [Jan](../AppData/Local/Temp/resume.htm#lic_month_0) [2009](../AppData/Local/Temp/resume.htm#lic_year_0)   
  [Diploma in managing small business idea](../AppData/Local/Temp/resume.htm#lic_details_0)
* [ICDL](../AppData/Local/Temp/resume.htm#lic_title_1), [Aug](../AppData/Local/Temp/resume.htm#lic_month_1) [2006](../AppData/Local/Temp/resume.htm#lic_year_1)   
  [Successfully passed all modules required for granting ICDL V. 4.0](../AppData/Local/Temp/resume.htm#lic_details_1)
* [English Elementary Course](../AppData/Local/Temp/resume.htm#lic_title_2), [Apr](../AppData/Local/Temp/resume.htm#lic_month_2) [2004](../AppData/Local/Temp/resume.htm#lic_year_2)   
  [Course in English language.](../AppData/Local/Temp/resume.htm#lic_details_2)

***Skills***

**Languages:**

* Arabic: native speaker.
* English: competent in all skills.

**Curriculum Vitae**

**Computer Literacy:**

* Advanced MS Office: MS Word, MS Excel, MS Publisher, PowerPoint and FrontPage, Email and Internet.

***Positive Traits***

* Punctual and hardworking
* Proactive and motivated with a high level of confidence.
* Take individual responsibilities and enjoy challenges.
* Drive for achievements and goal oriented.

***Core Competencies***

* My computer and IT skills are very good
* My interpersonal and communication skills are excellent
* like to work with a creative teamwork
* I am reliable and hard working
* I have the ability to work under pressure and deadlines
* I like to work with a creative teamwork

***References***

* Available upon request.