**ABeer**

Al Ain, United Arab Emirates

**OBJECTIVE**

I am currently seeking a challenging position at a growth-oriented firm, which will allow me to utilize my skills and acquirement of new abilities as well as the organization goals and objectives.

 **PERSONAL INFORMATION**

**Holding a Master Degree in Business Administration.**

**Date of Birth:** 26/01/1989

**Gender:** Female

**Nationality:** Jordanian

**Marital Status:** Single

**Address:** Al Ain, UAE

**Current Salary:** 7000 Dhs

**E- mail:**abeer.335155@2freemail.com

**UAE Driving License.**

  **EDUCATION**

**January 2014 – December 2015**

Al Ain University of Science and Technology – Master in Business Administration (GPA 4).

**January 2009 – 2011**

Al Ain University of Science & Technology –Bachelor Degree in Finance & Banking (GPA 3.94).

**September 2006- 2008**

Al Khawarizmi International College - B.A Diploma Degree, Business Administration, June 2008.

**IELTS Certificate (Academic) 2011**

Band: 6

**IELTS Certificate (Academic) 2008**

Band: 5.5

**2004-2006 Dar Al Oloom School**

91.6% in high school scientific stream.

 **EXPERIENCE**

**7th Oct 2012- Present Al Ain University of Science and Technology**

Chancellor’s Secretary:

* Data Entry.
* Participating in marketing campaigns.
* Preparing data for International Conferences and Workshops (International Communication).
* Effective communication with parents and students.
* Preparing for international ceremonies and workshops.
* Acting as Chancellor’s Personal Assistant.
* Writing Chancellors speeches in Arabic an English.

**31st Oct 2011- 4th Oct-2012 Manor Hall International School**

Arabic Teacher for Non-Arabs:

* Worked in an international school with colleagues from UK, USA, Arab nations.
* Inspected by ADEC and Administration.
* Excellent professional evaluation from administrator.
* Created and marked exams for Gr5 to Gr9.
* Attended after school activities.
* Assessed pupils learning.
* Dealt with parents.

**1st July 2008- 9th August 2008 Al Khawarizmi International College:**

English Teacher at Al Khawarizmi International College mainly for ADNOC special students.

 **24th June 2006- 31st July 2006 Abu Dhabi University:**

Managing Bookshop at Abu Dhabi University.

 **INTERNSHIP**

**2nd of March 2008- 28th April 2008**

Internship Course: - Training at AlAin Al Ahlia Insurance Company (car insurance department).

**16th of January 2011-26th of February 2011**

Internship Course:- Training in Arab Bank, AlAin Branch (In all departments).

**MAJOR SKILLS**

* **Computer skills including Internet, Microsoft Office *(Microsoft Word, PowerPoint & Excel).***
* **Strong writing, presentation and mathematics/statistics skills.**
* **Excellent communication skills.**
* **Ability to handle large volume of work.**
* **Hard worker & self-motivated.**
* **Ability to work effectively under pressure**
* **Risk & Insurance knowledge.**
* **Human Resources Management:**

Understanding the principles, operations and roles of human resources and how to manage the human resources within an organization i.e. recruitment, training, job description.

* **Management of Small Businesses:**

Too start and manage small business including sales and purchasing, competition.

* **Information Systems in Business**

To build database management systems, networking and the enterprise Such as; business telecommunications, and e- commerce.

* **Business Communication and Marketing:**

Mainly focused on marketing decisions in business, Customer needs, Market Segmentation developing product; promotion; pricing and distribution strategies.

* **Quality Management Systems:**

Implementing quality principles within an organization which includes setting quality policy, quality control, and quality assurance and total quality management.

* **Market Risk Measurement Models:**

Daily earnings at risk (DEAR), VAR (value at risk) for fixed income securities, equity securities and portfolio aggregation.

* **International Financial Institutions.**
* **Islamic Finance.**
* **Investment and Portfolio Management.**
* **Managerial Accounting.**
* **Managerial Economics.**
* **Strategic Management.**

 **LANGUAGES**

* **Arabic :** Mother language
* **English :** Fluent(Reading, Writing, Conversation)

 **\_References:** Available upon request.

**\_ Note:** I'm interested in Administrative and Teaching Positions.