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| **Omnia** **Omnia.336385@2freemail.com** |

**Curriculum VITEA**

**Career objective :**

**Seeking a challenging job and a suitable position in any career, where I can fully utilize my education and skills in any organization. Self-motivated, dedicated and goal oriented individual, skilled in implementing new ideas, who enjoys learning new skills and quickly adapts to organizational changes, communicate effectively with people excellent interpersonal, phone, and digital communication.**

**Qualification :**

**- High School Education**

**- Diploma degree in management / Al Dar University College – Dubai (2013).**

**- Bachelor Degree in Human resource / Al Dar University College – Dubai (2015)**

**Work Experience :**

**1- Supervisor in Dubai Festival - Dubai summer Festival.**

**2- General Department of Human resource - Dubai police headquarter.**

**3- Marketing outdoor and administration duties in NCCT “New century administrative consultancies and administrative training”.**

**4- Call center – Research Company.**

**5- Arabic teacher - Asian Gulf School**

**Other Certificates :**

**- IELTS Certification 2012**

**- IELTS Certification 2014**

**Computer Skills:**

* **User of MS Office.**
* **Good surfing skills on the internet.**
* **Excellent typing in both Arabic & English.**
* **Emails.**

**Language Skills:**

* **Arabic: Excellent written & communication skills.**
* **English: Excellent written & communication skills.**

**P.S. :**

**- Preferred job locations: United Arab Emirates / Dubai, Sharjah.**

**- Ability to join: immediately.**

**Technical Skills / Competencies :**

* **very Good communication skills – Bilingual.**
* **Implementation of Policies and regulations & Motivational skills.**
* **Excellent planning and organization skills.**
* **Good numerical and analytical skills.**
* **Quick learner.**
* **Team working.**
* **Good PC Skills.**
* **Ability to Work under high Pressure.**

**Personal Information :**

**Date of Birth: 16, August, 1993**

**Marital Status: Single**

**Nationality: Sudan**

**Current location: Sharjah, United Arab Emirates**

**Sponsorship: father’s Visa**