**CURRICULUM VITAE**

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**Leena**

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Abu Dhabi, United Arab Emirates

**OBJECTIVES:**

I am looking for a challenge with a reputable company to utilize and develop my skills in administration management and HR or finance, where I can contribute to the development of the company.

**EDUCATIONAL QUALIFICATIONS:**

* 2016 **Bachelor of Business Administration** from ALHOSN University – UAE/Abu Dhabi.
* 2012 **Diploma - In Islamic Banking** from Emirates Institute for Banking and Financial Studies – UAE/Abu Dhabi.
* 2007 **Banking Administration Management Certificate** - Knowledge Horizon for Training and Development– UAE/Abu Dhabi.
* 2004 **Secondary School Certificate** – Al Mashael School -UAE /Abu Dhabi.

 **WORK EXPERIENCES:**

* September 29, 2016 **Internship Experience in (Finance),** Emircom Company.
* September 31, 2012 - June 30, 2013 **Data Entry Consultant and Audit Information**, Al Hilal Islamic Bank.
* May 30, 2010 to June 24, 2010 **Banking Training (**Customer service and Administrative functions**),** Abu Dhabi Islamic Bank Branch Khalidiya Ladies.
* September 21, 2005 **Data Entry Consultant and Audit Information,** Abu Dhabi Islamic Bank.

**SPECIALIZED SKILLS:**

* **Languages:**
* Good communication skills in Arabic. (Mother tongue)
* Good communication skills in English. (Read and write)
* **Computer Skills:**
* ICDL certificate.
* Good user of Microsoft Office.
* Good user of Internet.
* **Interpersonal Skills:**
* Honest and trustworthy.
* Ability to work under pressure.
* Attention to detail.
* Highly disciplined.
* Initiative and ingenuity.
* Fast learner.
* Organizational, communication and interpersonal skills.
* Team worker.

**PERSONAL PROFILE:**

**Nationality** : Palestinian

**Marital Status**: Single

**Date of Birth** : 10th April, 1987

**Visa status :** Father’s Visa