Muzdalifa

[Muzdalifa.341428@2freemail.com](mailto:Muzdalifa.341428@2freemail.com)

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **OBJECTIVES:** |  |  |

To obtain an initial position in Accounting, Human Resources and Business Administration in Organization that will enable me to gain different practical skills in achieving my objective of growth in terms of academic and practical experience in my carrier for future advancement. I am energetic person who enjoys a challenge and achieving personal goals. I always interested to do new things.

**KEY SKILLS:**

* *Good Interpersonal Communication Skills*
* *Excellent Customer Service Skills; Top Communication*
* *Works Cooperatively as a Team. Handles High Work Load*
* *Ambitious, Self-motivated, Smart, High Calibre and Presentable Personality. Capable in Learning New Things*
* *Efficient Knowledge in Computer System*

**TECHNICAL SKILLS:**

**Operating System, Window 8, Window 7**

**Computer Skills: Computer Applications (Office Oriented)**

* *IT (Information Technology)*
* *Online Essential*
* *Microsoft Word*
* *Microsoft Excel*
* *Microsoft Access*
* *Microsoft Outlook*
* *Microsoft Power point*

**EDUCATION BACKGROUND:**

|  |  |
| --- | --- |
| 2016 | **Al-Thana Ladies Motor Driving School** |
|  | *U.A.E Driving License* |
| 2016 | **AGI’s Atlas International College FZC,** |
|  | **Ras Al Khaimah (RAK), UAE** |
|  | *Human Resources in Advance Level (HR)* |
| 2015 | **AGI’s Atlas International College FZC,** |
|  | **Ras Al Khaimah (RAK), UAE** |
|  | *Secretarial practice Human Resources & Administration (HR)* |
| 2014 | **ExecuTrain, Doha, Qatar** |
|  | *Association of Chartered Certified Accountants (ACCA)* |
|  | *Diploma in Accounting and Finance* |
|  | **Aptech Qatar Computer Centre, Doha, Qatar** |
|  | *International Computer Driving License (ICDL)* |
| 2013 | **Fanar Qatar Islamic Cultural Center** |
|  | *Arabic Spoken* |
|  | **Al-Rayah Driving School** |
|  | *Qatar Driving License* |
| 2011 – 2012 | **High View International School, Tanzania** |
|  | *“O” Level Certificate of Secondary Education* |