**Areej**

United Arab Emirates – Sharjah

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| **PERSONAL INFORMATION** | *Nationality : Jordanian*  *Date of Birth : 27/11/1984 in Kuwait*  *UAE Driving license*  *Visa Status: On husband’s visa* |
| **OBJECTIVE** | To fill a position in one of the following:  **Arabic Secretary , Receptionist or Procurement Assistant** |
| **EDUCATION** | **Diploma in Office Administration (June 2016 till now) ,** Global Edulink /UK , duration : One year  **Bachelor in Biomedical Engineering(2007)**, Hashemite University /Jordan **, Grade : 3.16 ( Very good)** |
| **TRAINING COURSES** | * **Diploma in Office Administration** ,Global Edulink /UK , main Units are : * Unit 1: Develop ICT skills and business communication. * Unit 2: Manage a business environment and maintain personal and professional development. * Unit 3: Develop record keeping, financial and HR skills. * Also learning how to: * Create and produce business documentation; * Format documents and enter data; * Manage social media; * Communicate in a business environment (e.g. through memos, emails, reports and presentations). * **CACHE Advanced** Certificate in **Early Childhood**Education &Care , **Arabian Child** Knowledge village (September – December / 2015 ) consists of: * Planning a safe, healthy learning environment * Advancing children’s physical and intellectual development * Supporting children’s social and emotional development * Observing and recording children’s work and behavior * Building productive relationships with parents and families * Managing and effective classroom and setting |
| **WORK EXPERIENCE**  **WORK EXPERIENCE** | * **Al –Ittihad Private School/Mamzar Branch,** American Curriculum. Position: **English Assistant Teacher** * Greeting Parents ,dealing with their complains * Translate to the teacher parent’s comments * Prepare class Computers , smart board ,class resources * Assist weak students in doing their work * Substitute for absent teacher * Students data entry into school system * **Dreamland Nursery,** December 2015 till February 2016   Nursery (2 to 3+ years) Trainee English teacher & as Trainee Arabic teacher for Preschool (3 to 4 years)   * **AL Warka’a For Contracting & General Trading – Dubai**   Job Role:***Administrative/Procurement Assistant*** *, Purchasing :Valves ,pumps,fire alarm system and Biomedical Equipment*  Key Duties:   * + Greeting visitors ,screening phone calls   + Arrange Meeting, Typing minutes in Arabic   + Manage inventory of office supply   + Managing all inward & outward correspondence   + Issuing Request for quotation (RFQ) according to the BOQ   + Preparing quotations   + Following up with suppliers   + Preparing purchase orders.   + Maintain invoices and purchase order files * **AL Khalid Drug store (Nov. 2008 – Sep. 2009)**   Job Role : Administrative Assistant /Procurement   * **Unity Medical Supplies (Feb. 2007 – Aug. 2008)**   Job Role:*Proposals Engineer*  *Responsible for preparing Proposals for Government Tenders*   * + Reading all tender documents carefully ,concentrating on conditions and goods descriptions   + Contact Suppliers to inform them with the tender and getting their Quotations and negotiate the offered prices   + Matching companies offers with customer needing according to bid description to verify compliance   + Preparing bid documents (goods description, compliance sheet, Quality certificates, catalogues ….)   + Calculating “Bid bond “ and contacting bank for issuing   + Reviewing the final Proposal format   + Coordinate with suppliers to ensure on-time delivery and checking the shipping documents like Invoices, Purchase order, Bill of lading, airway bill ,Packing list, CO….etc   + Following up payment to the supplier according to the payment method (Letter of credit being sure that the conditions of LC are applied, Calculating performance bond. |
| **LANGUAGES** | Mother tongue : ***Arabic***  Very good spoken & written ***English*** |
| **COMPUTER SKILS** | Word , power point, Excel , Outlook |