**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
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| **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.
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| **LANGUAGES** | Mother tongue : ***Arabic***Very good spoken & written ***English*** |
| **COMPUTER SKILS** | Word , power point, Excel , Outlook |