**Fatema**

**Fatema.347577@2freemail.com**

**Objective:**

A challenging career where I could enhance, develop and utilized my skills that will contribute to the development of the entire organization in order to help the company.

**Personal Information:**

* Marital Status: Single
* Nationality: Palestinian
* Date of Birth: 18/6/1993
* Place of Birth: Dubai/UAE
* UAE valid driving license.
* Valid car

**About me:**

I am an IT-Multimedia graduate, I would like to have an experience in my major and my goal is to be professional. My major is half computer science and half is designing, it’s a double major, and I would like also to have an experience in anything related and not related to my major. Lastly, my dream is to keep improving personality and work wise.

**Working Experience:**

Working from **1st of August 2016** till **12th January 2017** in 2Medical Solution as an **Administrative officer**.

**Description**:

* Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
* Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
* Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
* Oversees and facilitates resources management and administration procedures and documentation for the principal.
* Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
* Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
* Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
* Provides and/or oversees provision of staff support to the office, to include handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support.
* Provides assistance in the understanding and interpretation policies and procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.
* Assists in the coordination, supervision, and completion of special projects, as appropriate.

Worked from **6th of July 2015** till **31st July 2016** in Mena Medical Supplies as an HR and Admin Assistant. **Description**:

* Conduct benefits enrollment for new employees.
* Conduct and submit the online interviews requests.
* Assist with processing of terminations.
* Assist the preparation of the performance review forms.
* Assist interview process.
* Schedule meetings and interviews as requested by Manager.
* Make photocopies, faxes documents and performs other clerical functions.
* File papers and documents into appropriate employee files, Prepare new employee files, Process mail, perform other duties as assigned.
* Dealing with customer complaints that can't be solved by the staff.
* Implementing the new products, services and processes devised by head office.
* Opening and closing of Accounts.
* Ensuring that the premises are fit for business.
* Manage and provide staff orientation.
* Conducting interviews & evaluating candidates to come up with a list of potential candidates.
* Obtaining approvals from concern authorities, preparation of appointment letters.
* Keeps the record of the company from facility to employee data.
* Contributes to team effort by accomplishing related results as needed.
* Maintains quality service by following organization standards.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Provides secretarial support by entering, formatting, and printing information.

**More:**

* + Quick learner.
	+ Team Player.
	+ Motivated.
	+ I can achieve my goals.
	+ Finish work in required time.
	+ Handle and solve problems.

**Computer skills:**

* + Adobe Photoshop
	+ Adobe Flash
	+ C++ Programming
	+ JavaScript
	+ 3Ds Max
	+ Game Salad
	+ Unity
	+ HTML
	+ Xcode
	+ Web development(php & html)
	+ Adobe InDesign
	+ Microsoft PowerPoint
	+ Microsoft Word
	+ Microsoft Excel
	+ Microsoft Outlook

**Education details:**

* + University Of Sharjah, Bachler of **IT-Multimedia,** GPA 2.75 out of 4. Rating: **Good**.
	+ Secondary certificate, Scientific Section, 2010-2011 Al Sabaheya Secondary School Grade: 88.2%.
	+ IELTS Certificate.

**Languages:**

* + Arabic
	+ English

**Interests:**

* + Computer & searching in the Internet.
	+ Discover what is new in computer and multimedia world.
	+ Discover new strategies in marketing.
	+ Discover new strategies in HR and Administration.