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|  | *Contact:*  **C/o 0502360357**  [**hiba.378175@2freemail.com**](mailto:hiba.378175@2freemail.com) |

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| *Personal Information:*   * **DOB: 10/1/1987 (Damascus, Syria)** * **Married** * **Resident visa (Abu Dhabi)** | Education:  Bachelor degree in **Islamic Studies** 2007-2008  Bachelor degree in **Translation** 2008-2009 |

Language skills:

English - Fluent Conversational

*Computer skills:*

ICDL Degree (English)

Documentation-Word-Excel-Access-PowerPoint- Web Services

*Training Courses:*

* English courses in ANGLO WORLD Centre (upper intermediate & ILETS courses)
* Done Course in commercial Correspondence.

*Work Experience:*

* Islamic teacher in Syria 2008 to 2012.
* Islamic teacher for Non-Arabs in UAE 2015-2017

Skills Summary:

* Creatively thinking of new ways to work within the business plan.
* Organizing and meeting with stuff to discuss personal development plans.
* Positively motivating students
* Making decisions on various challenging issues that arise on a daily basis.
* Keeping up to date with technology and finding better ways of working together
* Google Drive Collaboration
* Problem solving skills.
* Methodical.
* Assertive.
* Well organized and articulate.