Curriculum Vitae

**Ahlam**

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**PERSONAL DETAIELS:**

* **Date of birth:** 13th/ Sep / 1994
* **Place& Residence :** Abu Dhabi, UAE
* **Marital status:** Single
* **Gender:** Female

**Career Objective:**

Accurate, reliable and ambitious Human Resources graduate with proven skills and an excellent understanding of market business trend. Keen to find challenging position in a successful prosperous corporation where I can utilize the skills, potentials and efforts to achieve outstanding outcomes in return.

**EDUCATION & QUALIFICATIONS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2012- 2017 United Arab Emirates University(ABET – Recognized)**

**Bachelor’s degree In Business Administration**

**Specialized in Human Resources, Development and Management**

**Grade: Very good (Above 3.0 CGPA)**

**WORK EXPERIANCES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Feb 2017 – May 2017, Intensive Internship program**(M/s Emirates Belbadi contracting company)

Area of practice in the corporation:

Human Resources department – Employees development

Responsibilities & Functions:

* Completed 108hours in EBC Company.
* Recording the employee records (Absences, vacation) for the past two years and now and that’s for **Indemnity** (End of Service).
* Writing letter for absence and that’s after recording the monthly information.

### Writing the Regulations list for the company also Regulation of **disciplinary**penalties.

* Preparing time sheets for the labour in site day by day in order to get the payroll at the end.
* Making the performance appraisal for my supervisor “Template”
* Practicing the timesheet on Microsoft Access Database.
* Recording the information on Microsoft Excel Worksheet.

**Year 2012 - 2013 UAE University,** Head quarter Admin office

Area of Speciality:

HR department, administration office

Responsibilities & Functions:

* Assisting new students registration
* Collaboration between several department to facilitate the submission process
* Recording amendments and new registration in the university system
* Coordination with the head of admin office to implement the procedures of registration
* Providing existing students with full information about our services

**CERTIFICATES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Proficient In English and certified with IELTS certificate
* Certification for participating in social events and clubs in the university

**COMPUTER SKILLS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Full command in Microsoft office ( Access, power point, word, Excel)
* Experienced in creation of tracking sheets, appraisal formats and letters

**LANGUEGES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Arabic (Native Language)
* Excellent and proficient English writing and Speaking (IELTS: Outstanding)

**MEMBERSHIPS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###### Member of UAEU business school

**PERSONAL ASSESMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Ensure conducting job tasks in an efficient and highly pro-active proficiency manner
* Self-Motivated
* High interpersonal skills and endurance to interlink with various departments
* Enthusiastic, Energetic individual.
* Problem solving/Troubleshooting capabilities along with multi-tasking features
* Friendly and tact approach
* Flexible and professional behaviour with the ability to work in pressure
* Strong interpersonal skills with the ability to work effectively in a diverse community
* Quick learner
* Strategic planner for short/Long term projections
* Coaching, Motivating and assessment of team members
* Compile and ensure practical effective downstream implementation of the company Quality
* Ability to show team management skills
* Ability to work in Physically and mentally demanding Environments

**HOBIES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Doing researches & Sharing cultural experience
* Improving abilities and qualifications.
* Fitness