**CURRICULUM VITAE**

**Muna**

Una.365233@2freemail.com

**Profile**

Date Of Birth: 19/9/1992

Nationality: Kenyan

**Origin:Yemeni**

Visa status : On Father

Marital status: Single

Interests: Writing, reading and analysis. Socializing and building interpersonal skills. Organizing and coordinating events.

**Career Objective**

To gain new skills and build up on my existing skills. I would like to gain experience and be a loyal member of an organization by accepting challenges, and committing myself to overcoming them with my maximum potential and effort. Working in an educational sector is of great interest to me.

**Education**

2005-2010: - Al-Ansar International School, Sharjah, United Arab Emirates

2010-2011 - ISNA high school, Mississauga, Canada

Graduated with IGCSE and Canadian high school diplomas scientific stream

2011- 2016 - Ajman University of Science and Technology, Ajman, United Arab Emirates

Bachelor of Science in Information Systems/ E-business Management.

**Languages**

1. ARABIC

2. ENGLISH

3. SWAHILI

EXPERIENCE

2010 – 2011 Organized bake sales to raise money for Charity (ISNA, CANADA)

2015 : Internship at B & B Real Estate ( Online advertising, database management & data proof reading)

2015 – 2016 Customer service at B & B Real Estate (Emails, translations, data entry and proof, letter writing, setting appointments with international/local clients)

2016 - Helped in school activities and assisted professor with interviewing students

PROFESSIONAL SKILLS

Microsoft Office

Analysis

Writing & Reading (Reports, essays, summaries)

Basic knowledge in C++, PHP, HTML