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Objectives

[Hanin.365353@2freemail.com](mailto:Hanin.365353@2freemail.com)

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| Objectives |
| Seeking New Challenges in a progressive organization, which will effectively utilize my computerized Analytical Skills and design and Commitment to Perform a Quality Work. Looking for advancement and maximum Level of professionalism in systems Analysis.  **Education**  **2014–2017**  Al Khawarizmi International College, Abu Dhabi, UAE  Bachelor's Degree in Business Administration (Management)  Graduate project : Customer Satisfaction  Experience  **5 March 2017 – 5 April 2017**  Worked as Intern at Exceed IT services as HR assistant  **Duties:**   * Preparing monthly/weekly report such as residence visa expiry report, Annual leave report, new joiner report, offer tracking sheet report. * Assisting in daily requests for Salary certificate, NOC letters, Salary Transfer, Immigration Letters and Traffic department letters both in Arabic and English. * Update courses on Exceed system * Establishes, maintains and update files, databases, records and other documents. * Follow up to ensure that system is updated with renewed documents. * Updating manuals and employee records * Update policy manual   **Technical Skills**   * Adobe Creative (Photoshop) * Productivity applications (Word, Excel, Access, PowerPoint). |
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| **Management Skills & Knowledge**   * Excellent in project and time management skills. * Good Communication skills and Team work facilities. * Ability to work independently. * Good English skills, IELTS certified. * Excellent Computer Skills. * High abilities to learn and Understand Problems. * Able to work under pressure.  Communication Skills  * **Arabic:** Proficient Reading/Writing/Speaking (mother language) * **English**: Good Reading/Writing/Speaking  Personal Abilities  * + - * Personable and easy to work with       * Creative and able to think out-of-the-box       * Strong presentation skills       * Excellent report-writing skills |
| References  Are available upon request |