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Objectives

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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, UAEBachelor's Degree in Business Administration (Management)Graduate project : Customer SatisfactionExperience**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
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| ReferencesAre available upon request  |