**NOURA**

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| **Objective** |

I am a junior professional I possess extensive knowledge in the field of information technology, and much of the analysis, data entry looking for an opportunity to enhance my experience, and specialized skills and get to the level that fits the scientific level.

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| **Key Skills** |

* Customer service problem-solving skills, time management
* Related: Microsoft Office and accounting software computer skills (Excel, Quick Bock, Peachtree)
* Print speed in Arabic and English
* Ability to work in a team as a team member
* Able to make and communicate effectively
* Emotional intelligence and Self-management
* The ability to continuous learning
* Able to work with Windows 7, 8 ,10

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| **Professional Experience** |

* Labour system - Immigration - emirates ID
* Critical Infrastructure &Coastal Protection Authority
* Persons security permit
* Vehicle permit with/ without driver
* Ship permit
* Photographing permit

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| **Education** |

* July 2014 Secondary School Certificate
* ICDL computer certificate from the Institute for the Miami college of Languages and Computer ( Microsoft Word, Microsoft Excel,

Microsoft Access, Microsoft PowerPoint, Microsoft Windows XP)

* Diploma in basics financial accounting
* Diploma in Peachtree and quick book

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| **Social and volunteer skills** |

I love to work collaborating personal goodness for others to have the willingness to learn other people; I have a sense of responsibility towards others like the teamwork

Example

* Active member of the Life Makers Association charity
* Eid Gifts
* Breakfast fasting

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| **Interests and Hobbies** |

* Work in a team
* Formation of social relationships
* Take responsibility
* Computing
* Search And innovation

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| **Additional Information** |

Languages: Fluent in written and spoken Arabic, and Good in English

Typing speed in Arabic and English