# CURRICULUM VITAE



**HADIJAH**

**Email:** [**hadijah-380573@2freemail.com**](mailto:hadijah-380573@2freemail.com)

**Dubai – UAE**

### CAREER OBJECTIVE:

To work with an organization wherein I get an opportunity to apply the knowledge I gained through my professional education and diversified work experience.

### ACADEMIC QUALIFICATION:

* Diploma in Secretarial Studies

### PERSONAL PROFILE:

* Sociable and friendly.
* Sincere, dedicated and an ambitious worker.
* Self-motivated, dependable and goal oriented employee.
* Willing to take on added responsibilities.
* Ability to work independently and as a co-operative team member.
* Possess a pleasing personality and professional appearance.
* Patient, personable and receptive.

### LANGUAGES KNOWN:

* English.

### WORK EXPERIENCE:

1. Worked for 5 years as a “Secretary in **St. Francis Primary School** in Uganda.
2. Working for 3 years as a “Housekeeper in **Cleaning Company in** Dubai – UAE

### PERSONAL DATA:

* + Nationality : Ugandan
  + Date of Birth : 2nd Sep 1985
  + Place of Birth : Kampala
  + Gender : Female
  + Marital Status : Married
  + Religion : Muslim

**PASSPORT DETAILS:**

* + Issue date : 22/05/2015

## Expiry date : 12/05/2025

* + Visa Status : Employment Visa

I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief.

# HADIJAH

**REFERENCE:**

Anup P. Bhatia – **HR Consultant**

Contact # 971504753686