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***Personal Information***

* **Name**  : Sabrein Abdul Haliem Hassanien
* **Date of birth** : November 24 ,1991
* **Place of birth** : Sudan
* **Nationality** : Sudanese
* **Visa Status** : Father Visa
* **Religion**  : Muslim
* **Marital Status** : Single
* **Language** : English / Arabic
* **Address**  : UAE / Ajman
* **Mobile no.** : 0506389913
* **Email**  : [sabrein2012@hotmail.com](mailto:sabrein2012@hotmail.com)
* **Driving license: :** holder of UAE driving License

***Objective***

To build a solid career, based on and related to my qualifications and additional personal skills. I'm looking forward to obtain a suitable position to gain new experience to support my career and personal growth. I would like to utilize my earned abilities and use them towards broadening my future opportunities.

***Academic Qualification and Certificates***

* Bachelor’s Degree in General Business Management from American University of the Emirates/ Dubai
* TOFEL Certificate from American University of the Emirates/ Dubai
* English Certificate from British Council/ Sharjah
* English Certificates from New Admin Institute/ Sharjah
* High School Certificate from Al Ahliya School/ Dubai

***Courses and Training***

* TOFEL course from American University of the Emirates/ Dubai
* English courses from New Amin Institute/ Ajman
* English Course from British Council/ Sharjah

***Work Experiences***

* I was working in “ETS” Eman Translation Services/ Dubai as Executive Secretary for 18 months(from 1 [March](https://www.timeanddate.com/calendar/months/march.html) 2010 to 30 [June](https://www.timeanddate.com/calendar/months/june.html) 2011)
* I was working in “DDWD” Dry Dock World/ Dubai as Receptionist Cum Secretary for 18 months(from 7 [April](https://www.timeanddate.com/calendar/months/april.html)2015 to 24 [October](https://www.timeanddate.com/calendar/months/october.html)2016)
* I was working in Al Majaz Medical Center/ Sharjah as Receptionist Cum Secretary for 6 months(from [February](https://www.timeanddate.com/calendar/months/february.html)2017 to [July](https://www.timeanddate.com/calendar/months/july.html) 2017)
* I was working in Sunny Dental Center/ Sharjah as Receptionist for 6 months(from [August](https://www.timeanddate.com/calendar/months/august.html)2017 to [January](https://www.timeanddate.com/calendar/months/january.html)2018)
* I was working in Damas Medical Center/ Sharjah as Receptionist for 4 months(from [May](https://www.timeanddate.com/calendar/months/may.html)2018 to [August](https://www.timeanddate.com/calendar/months/august.html)2018)
* I was working in Epicure Catering Services/ Dubai as Receptionist Cum Secretary
* I was working in AL Taie Medical Center

***Skills and Attributes***

* Good in using computer (Typing, Microsoft Office, Microsoft Power Point, Microsoft Excel, Internet…)
* Arabic and English Languages
* Work in Group
* Communication with others
* Work under pressure

***NB: Documentation shall be presented upon request.***