**Amani Fawzy Mousa Barhoom**

**Date of birth:** 15-Aug-1993

**Mobile**: +971 55 930 8349

**Nationality:**  Palestinian

**Visa Status:** Husband Sponsor

**Occupation:** Fresh Graduate

**Email**: amani\_barhoom\_93@hotmail.com

**EDUCATION**:

2017 Bachelor Islamic Banking and Finance at Emirates College of Technology

2014 2 Years Diploma, Double Major Business Administration and Computer

 Information System at

 Emirates College of Technology

2011 High School, Abu Dhabi

 Al Qadisiyah Secondary School

**PROFESSIONAL EXPERIENCE**

* Data entry clerk at Abu Dhabi Islamic bank .
* Administrator and Data Entry at the Emirates Red Crescent.
* Students Supervisor at Science Festival .
* Exhibitor at Ramadan festivals.
* Health Educator at The Center of waste Management.
* Volunteer at the Emirates Red Crescent (Student Red Crescent) and have been involved in social and other activities.
* Volunteer in Ministry Of Culture and Youth for guiding youth to the correct style of life.

**PERSONAL SKILLS**:

# Communication & Interpersonal Networking.

# Analytical and Problem Solving.

#  Team Building, Leadership

* Microsoft: Windows, Office Suite (Word – Excel – PowerPoint) Surfing internet using Internet Explorer.
* Good communication skills including tact and diplomacy with customers, giving clear instructions when ordering, and when sharing meetings.
* Experience of working within a team based culture involved compromise, commitment, planning, organization and time management.
* Consistent performance in improving quality and efficiency.

**LANGUAGE SKILLS**:

Arabic - Fluent in written and speaking (Mother tongue).

English - Good in Written and Speaking.

**Visa Status:**

**UAE residence.**