HANA MOHAMED AL-BAITI

**PROFILE**

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| E-mail: | Hana-mohameed@hotmail.com |
| Mobile Tel: | 056-6230380 |
| Date of Birth: | 20/08/1996 |
| Nationality: | Yemeni |
| Address: | Abu Dhabi, UAE  |

**CAREER OBJECTIVE**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**EDUCATION**

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|  2015 2019 2021 **WORK EXPERIENCE**

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| **Job title: HR assistant** **Company : Imperial college London diabetes Centre** Period: 01/04/2018 to 03/05/2018 (INTERNSHIP TRAINEE)**Job title : costumer service****Company : Ministry of human resource & Emiratization** Period :25/4/2019 to 25/10/2019 * Answering calls, taking messages and handling correspondence.
* Filing.
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 | Art Section Certificate with 87.5%, Ashbal Al Quds Private Secondary School IELTS – 2015 Diploma in finance and banking Bachelor in business administration in management  **Job title : administrative assistant** **Company :Ministry of human resource & Emiratization** Period : 25/10/2019 to 30/12/2020* organizing and servicing meetings (producing agendas and taking minutes)
* Managing databases.
* Prioritizing workloads.
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 **SKILLS**

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|  | **General Skills*** Technical Skills MS Office 2000 - Word, Excel, PowerPoint.
* Personal Skills Ability to work effectively in a team Manage time efficiently Strong organizational skills Ability to learn from feedback Creative
* Communication Skills good presentation skills

**Other skills** * Skills Proficiency in the use of computer
* very fast typing Arabic and English
* Proficiency in the preparation of reports, and configuration files Proficiency in the use of computer programs ( word , internet and power point)
* Proficiency surfing the Internet and send and Print proficiency in Arabic and English
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**CERTIFICATIONS**

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|   | * Formula – 2017
* Formula 1 – 2016
* Graduation ceremony – Emirates national schools 2016-2017
* Gulf championship – 2016
* Dar Zayed for family care – 2015
* Martyr’s day – 2015
* Sheikh Zayed festival – 2015
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**LANGUAGES**

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| --- | --- |
|   | * English: Very good
* Arabic : Excellent
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**INTERESTS**

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|   | * Reading
* Creating ideas
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