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**   |  | | --- | | **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. | | 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. |

**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 |