

Lamis Alburai

Admin officer - Concorde Group Company

Abu Dhabi

lamisalburai6_9aq@indeedemail.com

+971-50-7633912

Palestinian, Sep 12 1990. Nationality & DOB

Female. Gender

Single. Marital Status

Work Experience

Admin officer

Concorde Group Company - Abu Dhabi

December 2018 to Present

UAE.

Marketing Representative & Translator & Tourist Guide

Glamor Hotel

January 2017 to January 2018

Gaza - Palestine.

Secretary & Admin

Golden transport

January 2016 to December 2016

Gaza - Palestine.

Secretary

Al Bayari For Insurance

February 2015 to December 2015

Gaza - Palestine.

Secretary

Al Shaarawi Optics Center

March 2014 to January 2015

Gaza Palestine.

Freelancer English & Chemistry Teacher

Al Aqsa Center & Hadara Center & Alreada Center & For Success Center & Quick Way Center

January 2013 to February 2014

Jan, 2013 - Feb, 2014) Al Aqsa Center & Hadara Center & Alreada Center & For Success Center & Quick Way Center & Tiba Center & Al Wesam Center & Al Salam Center - Gaza - Palestine.

Education

Diploma in Education in Education

Al Quds University

August 2018

Bachelor of Applied Chemistry in Applied Chemistry

Al Azhar University

November 2013

Bachelor's

Shadya Abu Ghazala Secondary School

June 2008

Skills

- Excel (Less than 1 year)
- Flash (Less than 1 year)
- ILLUSTRATION (Less than 1 year)
- Illustrator (Less than 1 year)
- Microsoft Office (Less than 1 year)

Additional Information

COMPUTER SKILLS

- Application Programs: Microsoft Office Package (Word, Excel, Power Point and Outlook).
- Excellent dealing with Internet Browsing, Exploring, and Downloading.
- Graphic Designing Applications (Illustrator, Photoshop, Flash, CoralDraw).
- Premier Presentation Program.

COURSES

- Advanced English Language Course & Introduction for TOFEL Certification.
- Introduction for Nursing Occupation.
- Introduction in Hebrew Language.

LANGUAGES

Tongue Language. Arabic

Excellent (Reading, Writing & Listening). English