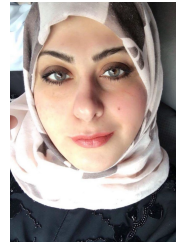


***Hana'a Jameel Al Alami***



**P.O. Box: 20222  
AJMAN87,U.A.E**

**Personal Information**

***Date of Birth*** : ***April 20, 1983***  
***Place of Birth*** : ***U.A.E***  
***Nationality*** : ***Jordanian***  
***Religion*** : ***Islam***  
***Marital Status*** : ***single***  
***Mobile Number*** : ***00971.50.3861148 OR 00971.521703443***  
***E-mail*** : ***alamihana20@gmail.com***

**Objective**

***I seek to attain a prosperous career in my related field of study to further utilize and interpret my theoretical knowledge in to practical experience. Innovation is my motive, accomplishment is the end and reward is but a means, although an important incentive.***

**Educational Entitlements**

***2000 – 2001***                      ***High School Certificates***  
   ***Ajman Public School – Ajman U.A.E***

**Certification**

***\*\* University of Cambridge International Examinations by Master University services***

- ***Cambridge International Diploma in IT Skills***

***\*\* IBN Khaldoon Training Center***

- ***Comprehensive Secretarial Works***
- ***General Accounting***

### **Work Experience**

**Name of the Company** : Al Bader Contracting Co. LTD, Extra Fiber Glass  
**Job Title** : Prefab Houses LTD& Green Oasis Contracting Company's  
**Period** ; Executive Secretary  
From 2007 Up 2011

### **Work Experience**

**Name of the Company** : Ajman E- Business Services - Ajman  
**Job Title** : Administrative supervisor  
**Period** ; From 2011 Up To 2015

### **Work Experience**

**Name of the Company** : Aldeyafa Government Services Center - Dubai  
**Job Title** : HR Manager  
**Period** ; From 2015 Up To 2019

### **Work Experience**

**Name of the Company** : Dar Almehairi Real Estate Company  
**Job Title** : Operation Manager / Leasing Department Manager  
**Period** ; From 2019 Up To 2020

### **Skills Experience**

- ✓ **Doing all online visas for the companies.**
- ✓ **Following for issues of online visas.**
- ✓ **Coordinating HR MANAGEMENT for the issuance of online visas. with all governmental systems**
- ✓ **Performing all administrative and Secretarial work, both in Arabic and**
- ✓ **English.**
- ✓ **Keeping all general records and confidential files classified and organized to facilitate referring to them.**
- ✓ **Excellent Experience in Microsoft office.**
- ✓ **Experience in the real estate market**
- ✓ **Managing the work team in the rental department, in proportion to market conditions**
- ✓ **Developing appropriate plans for coordination between the company's departments**

### **Languages**

***Good in both Arabic and English spoken and written***