



**Name:** Nadia Ali Khalfan Obaid Al Naqbi

**Email:** nad88alnaqbi@gmail.com

**Phone number:** 0507224775

**Nationality:** Emirati

**Marital status:** Married

**Address:** KhorFakkan - Sharjah

### **Personal skills:**

Team and time management.

Effective communication skills.

work as one team.

the ability to work under pressure.

Effective problem solving and decision making.

Flexibility and ability to manage priorities.

Ability to learn new tasks and skills.

The ability to build good relationships with others.

Professional in data entry and answering calls.

### **Identities and Activities:**

printing

reading

Swimming

travel

horseback riding

### **Languages:**

Arabic

English

### **Career Objective:**

I am a passionate person who loves work. I know my goals well and am determined to achieve them. I have the necessary skills to make a difference in my workplace, flexibility to work with different personalities, adapt quickly in different locations, and diligence in working with the skills I possess, which are my weapons in the labor market.

### **Qualification:**

- 2006 high school

### **Practical experience:**

- 2017-2018 Experience in Tasheel Company  
Northern Businessmen Services

### **Training programs and courses:**

- 2021 awareness workshop.
- 2021 family planning.
- 2021 Self-motivation skills workshop.
- 2021 Developing multiple intelligences and discovering talents.
- 2021 Innovating and facing challenges in preparation for the next fifty.
- 2021 Crisis Management Course, Leadership and Success Factors.
- 2020 preparations for the job (with distinction).
- Volunteer work.
- Career guidance program for job interviews system.
- Professional Diploma in Administrative Support Services.