

SHAIKHA HAMAD MUBARAK SALEM AL DAHMANI

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**Address.**

United Arab Emirates – Sharjah

Personal Profile

- Nationality: Emirati
IDOB : 21 / 10 / 1985
- I seek to gain skills and experiences in order to develop self and achieve self and job security I am also looking for an opportunity that matches my qualifications and the desired position.

Personal Skills

- Conversational English
- Team Work
- Customer Relation
- Business Presentations
- Lead a Team
- Ability to Accept Criticism and Learn from it

Technical Skills

- Basic MS Office Applications
- Basic Windows Operations
- Basic File Management
- Accounting Software, Simply Accounting
- Accounting Principles and Online Accounting
- Business Planning and Organization
- Basic Business Low
- Knowledge of Marketing

Language

- English 
- Arabic 

Education

- **Diploma Applied Business**
Higher Colleges of Technology Sharjah
2005 – 2006
- **Certificate in General Business**
Higher Colleges of Technology Sharjah
2003 – 2005

Work Experience

- **Assistant Administrative**
Sharjah Islamic Bank
Aug 2007 – Dec 2009
- **Deputy General Manager**
Mubarak Al-Hassawi Center for the memorization of the Holy Quran
Mar 2012 – Dec 2012
- **Volunteerler**
Department of Social Services
Apr 2015 – Dec 2015
- **Follow-up coordinator**
Emirates Foundation for Youth Development
Oct 2016 – Jul 2018

Achievements

- Volunteer for Mosaic event in 2004 & 2005