

Alanoud Saeed AL Shamsi

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OBJECTIVE

Enthusiastic and dedicated high school graduate with a solid foundation in administrative tasks obtained through multiple internships and training sessions, aiming to leverage my strong interpersonal skills and commitment to learn into a thriving career in administration. Possessing a natural talent for communication and a keen willingness to take on responsibility, I am seeking an entry-level position where I can contribute to improving operational efficiency while growing and developing my professional skills in a supportive environment. Eager to bring a fresh perspective and a positive attitude to the team, I am motivated to apply my capabilities towards fostering smooth and effective administrative procedures

Education

- High School Degree
 - IELTS: 5
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PRACTICAL EXPERIENCE

- 2012 – internship – Fatima college of health and sciences
 - 2013 – internship – Al Ain Zoo
 - 2014 – internship – Tawam Hospital
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Master courses

- 2012 – Internet and computing core certification
crime completion center (IC3)
 - 2013 – Cisco – CCNA Discovery
Institute of applied technology – Alain female
 - 2013 – Cisco – IT Essentials
Institute of applied technology – Alain female
 - 2013 – Heartsaver First Aid Course
American Heart Association (AHA)
 - 2013 – HECMA Program (health education ,care and medical Applications)
Applied Technology School
 - 2014 – Tawam Hospital Summed Training – SEHA
Tawam Hospital
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SKILLS & KNOWLEDGE

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|-------------------------|----------------------|--------------------------|
| • Communication | • Project Management | • Collaboration |
| • Innovation | • computer skills | • Problem-Solving |
| • Dealing with patients | • MS powerpoint | • Time management skills |