

Fatima Omar Saeed Al Braiki

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Abu Dhabi , U A E.



OBJECTIVE

Seeking a challenging position in a any work environment field, where I can do Visible Contributions for Organizational and Self-growth by utilizing my Skills

WORK EXPERIENCE

(02/11/2013 – 22/02/2016)

Worked with , **Abu Dhabi, UAE**

Designation: Ministry Of Defence

Administrator

Duties & Responsibilities:

- Entering all the data related to employees to the system.
- Maintaining reports, duties and files.
- Writing a daily report for what I have done at work.
- Collecting, sorting information to enter in records

PERSONAL INFORMATION

Nationality	:	UAE
Date of Birth	:	30/09/1990
Place of Birth	:	Abu Dhabi, UAE
Sex	:	Female
Family Book No	:	70177
Marital Status	:	Single
Languages Known	:	Arabic, English , Urdu .
Emirates ID No	:	784-1990-9079761-6
Hobbies	:	Decorating, communicating with people

PASSPORT DETAILS

- Passport No : NLRR11094
- Place of Issue : Abu Dhabi
- Expiry date : 19/11/2025

ACADEMIC QUALIFICATION

High School Certificate

- (Nahil School For Girls , Abu Dhabi)

ICDL International

- (ICDL GCC Foundation, Abu Dhabi)

SKILLS KNOWLEDGE

- MS OFFICE, (Word, Excel, Power Point, Front Page, Outlook).
- Arabic and English typing
- Problem solving

COLE STRENGTH

- Hard working, creative, positive attitude.
- Ability to work in a multicultural environment.
- Good communicator.
- Teamwork Abilities Analytical skills.
- Helpful and hardworking.