

Maryam Ahmed Aljumairi

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Nationality: Emirati

OBJECTIVE

Motivated and enthusiastic individual with a high school diploma and foundational computer skills. Committed to continuous personal and professional development through various training programs. Demonstrates strong knowledge in Microsoft Office, Windows systems, and basic accounting. Known for creativity, reliability, and a willingness to learn.

EDUCATION

Al Safouh School, Dubai, UAE
High School Certificate

CERTIFICATIONS & TRAINING

Women's Renaissance Society – Al Lisaili Branch, Dubai
ICDL Certificate

- Proficient use of Microsoft Office applications (Word, Excel, PowerPoint)
- Understanding of basic IT concepts and file management
- Internet browsing and email usage
- Safe and efficient use of Windows operating systems

nstitute of Professional Development, Dubai

Vocational Employment Training

- Effective job search strategies and CV writing
- Interview skills and communication in the workplace
- Time management and work ethics
- Understanding employer expectations and organizational behavior

SKILLS

Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Basic knowledge of Windows operating systems
- Fundamental accounting and math skills
- Creativity and problem-solving
- Adaptability and willingness to learn

Soft Skills

- Teamwork (Can work with others in a team)
- Communication Skills
- Responsible
- Problem Solving

LANGUAGE SKILLS

Arabic: Native

English: Intermediate

REFERENCES

Available upon request.