

CURRICULUM VITAE

Khadija Ismaeil Hassan Al Housani

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OBJECTIVE

To work in a company that will provide training, growth and advancement.

PERSONAL DATA

Nationality: Emirati

Currently Working in: Bayanat Al Emarat Company, Ajman
From 23 June 2008 – Till Now Working as Secretary

Date of Birth: 23 January 1983

EDUCATION

2006 – 2008 **Diploma in Teaching**
United Arab Emirates University
AL AIN United Arab Emirates

2001 – 2006 **Bachelor of Science Physics Major**
United Arab Emirates University
AL AIN United Arab Emirates

OTHER CERTIFICATES

- ICDL
- Successful Ethics in Workplace
- UN / NASA / ESA / UAE Workshop
- Time Management
- Front Page
- Adobe Photoshop 7.0
- Photography
- Institution of Successful Personality Relation
- Successful School Management
- Others (Att)

SKILLS

Office Skills:

- Answering the telephone and taking messages
- Using Oral communication
- Creating simple web pages
- Managing time and work
- Working as an effective member of a team
- Preparing and sending electronic mail messages
- Creating PowerPoint Presentations
- Typing in Arabic and English
- Managing files manually and electronically

Computer Skills:

- Ms Office 2000
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Microsoft FrontPage
- Photo Editing: Adobe Photoshop 7.0 (Basic)
- Internet

Keyboarding Skills:

- English: 25 per minute
- Arabic: 30 per minute

Language Skills:

- Arabic
- English

WORK EXPERIENCE

11 June 2009 – Till Now

Working Hours (8:00 am – 4:30 pm)

University of Sharjah

SHARJH United Arab Emirates

23 June 2008 – 4 June 2009

Working Hours (8:00 am – 5:30 pm)

Bayanat Al Emarat Company

AJMAN United Arab Emirates

15 June 2008 – 20 July 2008

Working Hours (4:30 pm – 7:30 pm)

Children Center

SHARJAH United Arab Emirates

9 September 2007 – 28 November 2007

Working Hours (8:00 am – 2:00 pm)

Al Saroj Secondary School

Al Ain United Arab Emirates

11 June 2005 – 15 July 2005

Working Hours (8:00 am – 2:30 pm)

Khalifa Bin Zayed Hospital

AJMAN United Arab Emirates

INTERESTS

- Using computer and Internet
- Reading books
- Drawing

