

# Salama Abdulrahman Al Hashmi

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salama1995x@gmail.com

Abu Dhabi, United Arab Emirates  
Emirati

Dear Human Resource Manager,

I am extremely interested in obtaining the job with your esteemed entity. I have outlined some background information about myself below and attached a copy of my resume for your consideration.

I am organized and detail-oriented, work well under pressure and deadlines, enjoy working with a variety of people, and have a great attitude. I am looking for a creative, challenging, growth-oriented position and would like the opportunity to learn more about your organization.

I have enclosed a copy of my resume for your perusal. Thank you for your time and courtesy in reviewing this material and for your consideration of my qualifications for the relevant position.

Please, contact me at your earliest convenience so that I may share with you my background and enthusiasm for the position.

Thank you for your support.  
Kindest Regards,

Enclosure: Resume.

# Salama Abdulrahman Al Hashmi

📅 04.05.1995 🏠 Emirati 📍 Abu Dhabi, United Arab Emirates 📞 +971502121526 ✉ salama1995x@gmail.com

## 👤 Objective

To be successful and professional in the environment, to be able to utilize my skills for personal growth and to render a good service and the same time to broaden my knowledge and experience for further career improvement, I aspire to be an effective member of society.

## 🎓 Education

2019 – 2020  
Abu Dhabi, UAE

**Higher Diploma in Project Management**  
**Abu Dhabi Vocational Educational and Training institute**  
GPA: 4.00

2018 – 2019  
Abu Dhabi, UAE

**Diploma in Project Management**  
**Abu Dhabi Vocational Educational and Training institute**  
GPA: 3.28

2017 – 2018  
Abu Dhabi, UAE

**Certificate 4 in Project Management**  
**Abu Dhabi Vocational Educational and Training institute**  
GPA: 3.61

## 📁 Work Experience

08/2021 – present  
Abu Dhabi, UAE

**Trainee**  
**Madinat Khalifa Healthcare Center**  
**Duties and responsibilities:**

- Give appointments to patients.
- Process patients' files.
- Ensure that patient data are accurate and are updated from time to time.
- Registration marriage test.
- Check insurance of patients and register patient information on system.
- Comply with health authority and MOH policies.
- Check insurance eligibility verification of patients.

05/2019  
Abu Dhabi, UAE

**Internship - Monitoring the Medicines**  
**Zayed Military Hospital**

2019  
Abu Dhabi, UAE

**Data Entry**  
**System and Information Center**  
For a month.

## ❤️ Volunteering

01/2021  
Abu Dhabi, UAE

**Registering for covid-19 vaccination**  
**Emirates Red Crescent**

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## Certificates

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2017

**IELTS**

2016

**ICDL**

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## Personal Skills

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- Time management.
- Excellent communication skills.
- Ability to work under pressure.
- Able to work fast and also accurately.
- Responsible, self motivated and hardworking.
- Excellent communication and customer services skills.
- Innovative, creative, productive, self-reliant, and self- confident.
- Able to work as an individual and as a very effective member of a team.
- Problem solving, decision making and analytical capabilities.

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## Computer Skills

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- Microsoft office.
- E-mail and internet explorer.
- English & Arabic keyboarding.
- Experiences with software skills.

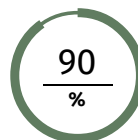
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## Languages

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Arabic



English

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## References

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**Available upon request.**