

Marwa Hassan Jassim Mohammed

OBJECTIVE:

I am qualified and able to work as part of a team and manage several priorities at the same time. I have a strong desire to learn and gain experience within the organization. I consider myself a professional who fully understands the importance of any department in the organization, thus making my workplace as efficient and effective as possible

Qualification


2012-2013 Sharjah Institute of Technology Diploma - Grade 87% - Sharjah - United Arab Emirates.
2020-2021 Bachelor of Arts in Sociology. University of Sharjah - United Arab Emirates.

Personal skills


- ✓ Flexible and collaborative.
- ✓ Time management and teamwork.
- ✓ I am self-motivated, reliable and confident to work individually or as part of a team.
- ✓ Ability to effectively identify and solve problems in a process.
- ✓ Ability to coordinate with employees and achieve all objectives.
- ✓ Working in a team.
- ✓ The ability to motivate, develop and direct people.
- ✓ Work under pressure and achieve business goals.
- ✓ Excellent communication skills.


personal information

 UAE Nationality

 Date of birth: 28 April 1993

 Mobile: +971 502711146

 marwahalhosani@icloud.com

 Birthplace: Dubai, UAE

 Sex: Female

 Marital status: Married

Computer Skills:

- ✓ Good knowledge of general computer software installation.
- ✓ Proficiency in dealing with the Internet, search engines and surfing the web.
- ✓ The skill of using office programs (Word program - Excel program - PowerPoint program).

practical skills

- ✓ Post daily receipts
- ✓ Manage daily transactions
- ✓ Preparing annual budgets
- ✓ Manage monthly budget tasks
- ✓ Encoding accounting entries for data processing
- ✓ Sorting financial documents and posting them to the correct accounts
- ✓ Writing, editing and proofreading documents
- ✓ Take the dictation and record the minutes of the meeting
- ✓ Monitoring and recording expenses
- ✓ Create spreadsheets to report expenses to the office manager
- ✓ Coordination between departments and operating units in solving administrative affairs and operational problems
- ✓ Sending and receiving mail and parcels
- ✓ Manage documents and files

Hobbies:

- ✓ Read and see all that is new.
- ✓ Travel and backpackers.
- ✓ Researcher and informed of all that is new.

Training & Courses Attended:

- January 2021 - Volunteering in the Emirates." –
University of Sharjah - UAE
- February 2021 - Combating drugs and rehabilitating addicts:
"Practical experiences and scientific approach
University of Sharjah – UAE.
- February 2021 - Leadership Skills - University of Sharjah –
UAE.
- February 2021 - Acquisition and development of adaptive
capacity under COVID-19.University of Sharjah – UAE.
- February 2021 - Positive psychology during COVID-19.
University of Sharjah – UAE.
- February 2021 - "Stress Management" –
University of Sharjah – UAE.
- February 2021 - Combating drugs and rehabilitating addicts:
"Practical experiences and scientific approaches."
University of Sharjah - UAE.
- February 2021 - Intelligence and Emotional Intelligence. -
University of Sharjah - UAE.
- March 2021 - "Strengthening the identity of the Emirati
child in light of modern changes ". University of Sharjah -
UA E.
- March 2021 - Social Protocols and Etiquette.
University of Sharjah - UAE.
- March 2021 - Etiquette for remote work –
University of Sharjah - U A.
- March 2021 - Wildlife and Central. –
University of Sharjah – UAE.
- March 2021 - How to master the art of administrative
protocol in organizations. University of Sharjah - UAE.
- March 2021 - exemplary practices for a bright childhood.
University of Sharjah - U A E.
- March 2021 - Emirati children's rights, aspirations and
achievements .University of Sharjah - U A E.
- April 2021 - Money in Morocco and Andalusia. –
University of Sharjah – U A E.
- September 2021 - Electronic databases. –
University of Sharjah – U A E.

Language Skills:

- Arabic : Excellent ability to speak, write and read.
English : Excellent ability to speak, write and read.