

Anaam khamis Alsaedi

Personal Information

Date of Birth: 11-12-1998
Nationality: Emirati
Marital Status: Single
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Career objective

- To Enhance the experience skills in addition to the values acquired.
- To apply the training to work as fully as possible after the theoretical study of public relations
- To achieve the goals which are long worked to accomplished in this time
- Mutual understandings and add New Experiences.
- World full of creativity and innovation and discrimination.

Education and Qualifications

2017

United Arab Emirates University

2017

high school (Al hosoon school)-Al Ain -UAE

Grade- Certificate

Courses

November 2018 – February 2019

**Center of Excellence For Applied Research and Training-
Abu Dhabi**

TAMKEEN 2 Program

The program includes the following subjects:

- Business English
- Employability skills:
 - ✓ Understanding Motivation
 - ✓ Planning & Organizing
 - ✓ Working in a Multicultural Environment
 - ✓ Interview skills
 - ✓ Dealing with Your First Days at Work
 - ✓ Understanding Work Principles
- VAT Awareness Workshop
- Business Skill-Institute of Leadership and Management Workshops (ILM)
 - ✓ Developing yourself as a team leader
 - ✓ workplace communication
 - ✓ understanding effective team working
- ICDL Basic, Project Planning, Online Collaboration

Work Experience

2020

CERT – Abu Dhabi - UAE

Training

Skills

Team work

Organizing/Coordinating

Computer:

MS Office 2010 (Word, PowerPoint, Excel, Access), Email, Internet, English and Arabic Keyboarding

Office:

Answering the phone, organization skills, business correspondence

Personal:

Speaking skills, Teamwork, Time Management, adaptability and learning Skills

Languages:

Arabic: Native Speaker

English: Intermediate level

Referees

Rania Abou Hamzeh

Academic coordinator

Abu Dhabi Men's college

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