

C. V.

Personal Information

Name: Doaa Jameel Jawdat Abu Al-Ainine

Nationality: Palestinian.

Date of Birth: 26.11.1995

Place of Birth: Dubai.

Note: I Have a **Driving License** from Oman

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Address & Contact

UAE- Dubai

Mobile No. 00971507072925 (OR) 00971503663586

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Qualifications

Bachelor Business administration- Management information systems.

Overall estimate: Very Good (3.18)

A'sharqiyah University – 2018 -2019.

Experience

- Tutor in student support center, A'sharqiyah University for two semesters (2017-2018).
- Secretary in Al-Mutamad institute for training and management consultant.

Certifications

International computer Driving License (**ICDL**)- (2015)

1. **IELTS** (2015)

Training Courses

Training course in Modern marketing

1. Workshop Analysis graduation project
2. Workshop Be the best trainee
3. Course Preparatory for IELTS test.
4. Training Course customer service.
5. Training Course how dealing with people.
6. Training Course The Modern secretary.

Other Activities

- I presented a workshop titled (How to develop my English skills with books)
- Graduation project completed within work team titled (Smart Human Recourses in Smart Cities in GCC).

Skills & Hobbies

- Good use in computer (MS Office)
- I can use HTML5 with different programs (Dreamweaver – Notepad).
- CSS and CSS++ Cods
- Use a Photoshop
- I like challenges, work with teamwork.
- Work under pressure.
- Have a leadership capabilities, which makes me able to lead the team that I work with.
- My hobbies: Reading, Travelling, do Presentations and Lectures, and Volunteer work.