

Fatima Ali Makki Al Fareed

Personal Information

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☎ 056 670 0421

📍 Eastern Province - Safwa

Skills

- Microsoft Office programs
- SAP software
- Government websites
- Skill of clearing annual leave and end of service

Languages

- Arabic – Native
- English – Very Good

OBJECTIVE

I am seeking to join a leading motivating entity that seeks to develop its employees and allows them to be creative, develop skills and gain experience in a competitive work environment to achieve the goals and vision of the establishment

EDUCATION

Learning Academy Institute

- Diploma in Human Resources

EXPERIENCES

Ministry of Social Development and Human Resources

- Cooperative training - For 3 months

Mastoura Contracting Company Limited

- Administrative Assistant in the Personnel Affairs Department - For 1 year

COURSES

The Canadian Institute

- English course

Al-Khwarzmi Institute

- Human Resources Course

Eastern Province Chamber

- Financial Accounting for Non-Accountants Course

University of Petroleum and Minerals

- Advanced Human Resources Course