

KAMAL AL AMEEN AL JUBARA

Contact Information

- 📍 Dubai – Abu Hail
- ☎ 0562912771
- ✉ kamalalameen99@gmail.com

Personal Data

Date of Birth 03-09-1997
Nationality: Sudanese
(Born and Raised in the UAE)
Marital Status: Single
Visa Status: Resident Visa

Languages

Native: Arabic
Fluent: English
BASIC: URDO

Computer Knowledge

Knowledge of Word, Excel..
Typing fast (Arabic, English)
Sending and receiving emails..

Skills: UAE driving licenses

Training Experience in UAE :

- Training in Bon Tours (Tour's Company) within the Accounting Department and also handled the Secretarial tasks
- Training in World Dubai Trade Centre Exhibitions as a part time Promoter.
- Training as a internship in university (answer phones and screen , direct telephone)

Work Experience:

-Worked in al Futtaim health hub as a (patient relation executive)

**Handling the problems*

**Data entry*

**Checking the details of patient*

**Updating the details*

**File management*

-Worked in MASARI Company as Data Entry.

-Worked in African bank central for 4 months as receptionist.

SKILLS :

*Excellent problem-solving skills
Hard worker

*Work under pressure
Multi Tasks

*Work in a Team
*Sense of Responsibility

*Good communicationskills
Work in a Team

Education

Al Dar University College
***(Bachelor of information technology)**

NATIONAL CHARITY SCHOOL DUBAI -UAE
***HIGH SCHOOL**