

# 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**