

# Laila Tarish Salem

## Personal Information

- Date of Birth: 28-May-1974
- Gender: Female
- Nationality: Emirati
- Language: Arabic (Native), English (Upper Intermediate/Good)

## Contact Details

- Mobile Number: 050/4936442
- Tawteen ID: ADTC/16808/2008
- E-mail: [laila.alkaabi2014@hotmail.com](mailto:laila.alkaabi2014@hotmail.com)



## Career Objectives

- I want to work in an office to improve my management skills.
- I will try to develop the institution, which I am working at.
- I like to acquire more experience locally and to know different nationalities.

## Skills

- First Aid Certified
- ICDL Certified
- Upper Intermediate English

## Qualifications

April, 2023	Advanced Diploma in Family Counseling, EDU Education Business School
March, 2023	Professional Diploma in Happiness, Positivity, and Quality of life, University of Fujairah (200 training hours)
2008	Tawteen Program at Abu-Dhabi University
1997	Bachelor Degree in Mass Media (Journalist) from United Arab Emirates University

## Work Experience

May, 2023 - present	Volunteers' Coordinator at Emirates Cancer Society
Aug - Oct 2023	Assistant Supervisor in UAE University Female Student Housing
April, 2008	Training program in Tawam Hospital for two months
1997	Training program in Al Khaleej newspaper for two months

## Training Courses

December, 2023	Advanced Course in First Aid, Emirates Red Crescent
April, 2023	Program for Protection and Civil Safety, Sanid
March, 2023	Advanced Course in Disaster and Emergency Response, Sanid
March, 2023	Basics Course in Disaster and Emergency Response, Sanid
March, 2023	Ambassador of Happiness, Positivity and Quality of Life Course from HDTC Training Centre
February, 2023	Consultant of Happiness, Positivity and Quality of Life Course from HDTC Training Centre

January, 2023	Expert of Happiness, Positivity and Quality of Life Course from HDTC Training Centre
December, 2022	Specialist of Happiness, Positivity and Quality of Life Course from HDTC Training Centre
December, 2022	Advanced First Aid Course, Valid for 2 years
June to July, 2019	Preparation of Certified Trainer Course from the European Business Centre for Training & Development
June to July, 2019	A Certified Trainer (TOT ) from My Adviser Training & Consulting Centre
January, 2019	Découpage course certificate from Emirates Red Crescent
November, 2018	Pre-IELTS Program at New Vision Training Center for three weeks
May, 2013	E-Citizen Certificate from Higher College of Technology
May, 2009	Pre-IELTS Program at New Vision Training Center
January, 2009	Inlingue International English Language Program for one month
June, 2008	ICDL Certificate
March, 2008	General Computer Skills for three months
May, 2002	Computer Course (Front Page) for one month
February, 2002	Computer Packaged Course for two months
May, 1997	General English Course for 2 months

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### Volunteer Work

April, 2023	Supervisor of the packing center of “Ramadan Aman” Campaign in Alain
April, 2023	Volunteered to prepare meal boxes for “Ramadan Aman” Campaign, 1 month
December, 2022	Event organization for Emirates Cancer Society’s Volunteer Award
June, 2022	“Volunteering for Community and Human Services” Workshop, Ministry of Tolerance
2021-Present	Volunteer at Emirates Cancer Society
2021-Present	Volunteer at “Onak Ya Watan”
2021-Present	Member of Zayed Heritage Village
2021 - May, 2022	Shift supervisor at Saih Bin Ammar quarry for COVID patients
2021 - May, 2022	Shift supervisor in "the Al Dar” quarry - Sieh Al Hama
2020 - July, 2021	Shift Supervisor in UAEU Students’ Housing for COVID patients
2018-Present	Volunteer at the Ministry of Education
2011-Present	Volunteer at Sanid
2009-Present	Volunteer at Red Crescent, 3142 hours
Till Present	520 Volunteering hours, 163 training hours in volunteers.ae Platform

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### Awards

March, 2023	Certificate of Excellence from HDTC Training Centre, Exceptional Ambassador of Happiness
February, 2023	Certificate of Excellence from HDTC Training Centre, Exceptional Consultant of Happiness
January, 2023	Certificate of Excellence from HDTC Training Centre, Exceptional Expert of Happiness
December, 2022	Certificate of Excellence from HDTC Training Centre, Exceptional Specialist of Happiness
December, 2022	International Volunteer Day Award from Emirates Cancer Society
2019 - 2022	Exceptional Volunteer Personalities Award from Red Crescent
September, 2022	Volunteering Mother Award from Thank You For Giving Volunteer Team

**Other Skills**

- Public Speaking
  - Good communication
  - Respecting others
  - Responsibility
  - Good listening and accepting the views of others
  - The ability to innovate
  - The skill of responding to telephone messages
  - Good dealing with customers
  - Time management at work
  - The Ability to solve problems
  - Contributed in volunteer work
  - Interested in helping people specially old ones
  - Drawing theatrical heritage for children
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**Interests and Hobbies**

- Reading
  - Using the computer
  - Researching the Internet
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**References**

- References available on request