

**Info:****Date of birth:** 25-May-1993**Nationality:** Egyptian**Marital Status:** Single**Hobbies:** Reading, meditating, yoga, writing, illustrating and Designing**Address:****Street8,** Al barahaa, Dubai**Contact:****+971551724410****Halhallag@gmail.com****Instagram:****@hebasillycrazy****@sillycrazycomics****Profile:**

I am a creative person, who is looking for the opportunity to work and have fun in her job. I am an enthusiastic learner, always encouraged to solve problems, devoted and serious toward my job. My long-term goal is becoming a manager. I have strong passion for written work and research. I am willing to a junior professional position to learn and develop my business technical skills.

**Education:****⇒ 2011-2016:**

- ◇ Bachelor of business Administration, GPA: 3.4, UAE university, Al Ain, UAE
- ◇ MIS major/HR track
- ◇ Minor: language & culture

**Experience:****⇒ 2020 VFS Global:**

Submitting the Visa application, Data entry of the visa application form,

Collecting cash by the end of the day

**⇒ 2019 Doctor diagnostic center:**

Contacting vendors for purchasing medical equipment

**⇒ 2018-2019 Guest care center:**

global village Management, Dubai dealing with complaint & suggestion

**⇒ 2017 Doctor diagnostic center:**

Secretary/ administrator, scheduling appointments and answering telephones.

**⇒ 2016 HR admin assistant:**

Dubai chamber, Dubai build reports for employee's absences / leave

**⇒ 2015 Peer tutor & Student assistant: Speaking center UAEU, Al Ain**

Training freshmen on ILETS speaking exercises

**⇒ 2011 content writer in J-culture online magazine, sakura club UAEU**

Writing articles in Arabic /English and translating, creating leaflets

**Skills:**

Arabic: native speaker

English: fluent

MS office: word, power point, excel

Excellent communication skills,

Excellent problem solving skills

Adobe illustrator, Photoshop

**Volunteering:** Dubai Club For People Of Determination, Dubai

Welcoming & serving food for guest

- volunteering for Dubai senses day care

**Reference:**

Available upon request

**Notice period:**

Within a week

**Cover letter:**

I am a creative persona, who enjoys expressing herself through the written work, illustrating and designing. I have an excellent communication skills, in both Arabic and English. I love using language to express my ideas freely. I love people, I am happy to get along with others. I am a peacemaker, I seek creating a friendly and a peaceful atmosphere between me and others. I am serious toward my goal of become a copywriter and joining the administrative department. I am highly motivated to work in any industry. I am welcoming new kinds to tasks to challenge myself to learn new skills. I am an enthusiastic learner, when it comes to solving IT problems, as I studied MIS as my core major in the university. Dynamic environment motivates me and push me to do my best.

Regards,

Heba Al Hallag

halhallag@gmail.com