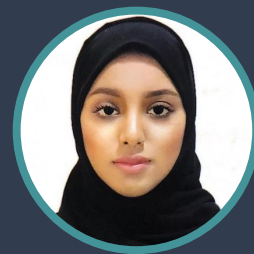


Sheikha AlHammadi

Human Resources Graduate

Results-oriented and dynamic HR graduate with excellent leadership, communication skills, time management strategies and critical thinking. Proven ability to use initiative skills to deal with challenges and effectively handle difficult situations. I'm aiming to assist in the organization, improve my abilities and perform responsibilities. As an employee, I would be an asset to the company.



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📍 Abu Dhabi, United Arab Emirates

📞 +971567122799

🌐 [linkedin.com/in/sheikha-alhammadi](https://www.linkedin.com/in/sheikha-alhammadi)

EDUCATION

Business Administration

United Arab Emirates University

08/2016 - 12/2021

*major in Human Resources
Management and Development.
GPA: 3.44*

High School Diploma

Secondary Technical School

08/2013 - 06/2016

*Major in Mechanical Engineering
with a percentage of 93.7%*

WORK EXPERIENCE

Registrar

SEHA (UAE Marshal team)

06/2020 - 02/2021

Abu Dhabi

Achievements/Tasks

- Register Patients before the PCR test
- Facilitated timely check-in by greeting visitors and establishing purpose of visits.
- Coordinated with nursing staff to process and direct patients to appropriate departments.
- Collected payments and co-pays from customers using large variety of insurance programs.

Student Intern

Department of Economic Development

09/2020 - 12/2020

Abu Dhabi

Achievements/Tasks

- 11 weeks as an intern
- Collaborated in professional team to solve workflow issues.
- Prepared meeting materials and took clear notes.
- Worked on projects using knowledge gained in classes to put together recommendations for issues.
- Contributed to content creation for company website.

Summer Intern

Etisalat

07/2018 - 08/2018

Abu Dhabi

Achievements/Tasks

- Sorted and organized files, spreadsheets and reports.
- Completed research, compiled data, updated spreadsheets and produced timely reports.

SKILLS

Skilled in Microsoft Office

Team player

communicator

Critical thinking abilities

Customer service

resourceful

Capability to prioritize

Proactive

Ability to effectively plan

Managing deadlines

Organized and detailed

AWARDS AND HONORS

Cyber C3

Cyber security on MS-Office applications award winner (2014)

UAE Marshall

Honored with trophy as a COVID-19 defense first line's volunteer (2020)

PROFESSIONAL DEVELOPMENT

IC3 Certified

Academic IELTS band 6.5

+1300 hours in UAE VOLUNTEERS association

Certificate in Innovation Leadership course

Participated in 100 million Stars Initiative of MIT Bootcamp

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Professional Working Proficiency

PROFESSIONAL DEVELOPMENT

UAE's Red Crescent Volunteer

WE ARE ALL POLICE volunteer

Abu Dhabi Science Festival, as a science communicator