

Fatema Hasan Rashed Al Shehhi

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Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company, I aspire to be an effective member of society.



Education

2019 RAS AL KHAIMAH, UAE

Bachelor of Applied Science majoring in Business Administration - Quality and Strategy Management
Higher Colleges of Technology

GPA: 3.09

2014 RAS AL KHAIMAH, UAE

High School - Literary Stream
Al Hudaiba School

Percentage: 93.3%



Work Experience

2019 – 2020 RAS AL KHAIMAH, UAE

Administrative Assistant & Data Entry
Al Mareed School for Basic Education

- For 3 months.

01/2019 – 03/2019 RAS AL KHAIMAH, UAE

Trainee
Federal Electricity and water authority

- Communicate with customer.
- Language translation.
- Technical help.
- Customer relations.
- Counselling.



Volunteering

06/2017 RAS AL KHAIMAH, UAE

Translator
RAK Hospital

- Customer Assistance.
- Language translation.
- Technical help.
- Medical paperwork.
- Customer relations counselling.

2017 – 2019 RAS AL KHAIMAH, UAE

Higher College of Technology

- More than 80 volunteer hours.



Certificates

08/2020

Food and Diabetes Workshop
Ministry of Interior

08/2020

My job in Mars workshop
Ministry of Interior

08/2020

Wrong food rumors
Ministry of Interior

08/2020

Lean management in entrepreneurship
Emirates Association for Social Development

08/2020

Lecture between happiness and life
Emirates Association for Social Development

08/2020

Memory of the Emirates in a Time of Crisis Lecture
Emirates Association for Social Development

08/2020

Remote workshop - The art of listening
Emirates Association for Social Development

08/2020

The integrity of the employee's heart
Ministry of Interior

08/2020

Pricing Secrets Workshop
Emirates Association for Social Development

08/2020

Freedom from fear of speaking and presentation
Emirates Association for Social Development

08/2020

Management of public relations and crisis response skills
Emirates Association for Social Development

08/2020

Artificial intelligence development using Python and Microsoft technologies
Data Era Company



Certificates

08/2020

Conscious steps in education
Emirates Association for Social Development

08/2020

Lecture on the magic of the word
Emirates Association for Social Development

08/2020

Me and me
Emirates Association for Social Development

07/2020

Strategy preparation and design
Emirates Association for Social Development

07/2020

Job or self-employment
Emirates Association for Social Development

07/2020

Managing crises with the hands of young people
Ministry of Interior

07/2020

Positive and happiness lecture
Thank You For Giving Program

07/2020

An evening at the smart volunteer council
Thank You For Giving Program

07/2020

Start your own business
Emirates Association for Social Development

07/2020

Psychological and emotional safety
Emirates Association for Social Development

07/2020

Etiquette of the royal family
Emirates Association for Social Development

07/2020

Functional intelligence
Emirates Association for Social Development

07/2020

Happiness to achieve a healthy and psychological quality of life
Ministry of Interior

07/2020

Lecture on epidemics in the memory of history lessons and instructive examples.
Emirates Association for Social Development

07/2020

Leadership in volunteer work
Ministry of Interior

07/2020

Career happiness
Emirates Association for Social Development

07/2020

Post-retirement
Emirates Association for Social Development



Certificates

07/2020

Awareness of consciousness
Emirates Association for Social Development

07/2020

Motivation and loyalty development skills
Emirates Association for Social Development

07/2020

How do I learn the art of dialogue
Emirates Association for Social Development

07/2020

Remote work etiquette
Emirates Association for Social Development

07/2020

A future outlook on the quality of life after Corona
Ministry of Interior

07/2020

Industry excellence in personal planning
Thank You For Giving Program

07/2020

Hello Sunday
Thank You For Giving Program

07/2020

Happiness compass
Department of family development center

07/2020

Protecting the teenager ... a shared responsibility
Ministry of Interior

07/2020

Reputation management and mind image building
Edraak for Training & Consultancy

07/2020

The concept of parenting
Health Promotion Department

07/2020

How do I build a positive family
UAQ Business Women Council

07/2020

Journey of a lifetime
Department of family development center

07/2020

Self conscious
Thank You For Giving Program

06/2020

E-Marketing
Emirates Council Ambassadors Association

2020

Positive energy and disposal of negative energy
Emirates Association for Social Development

2020

Workshop on legal culture and its role in enhancing the quality of life
Ministry of Interior



Certificates

2020

Electronic Excellence Course
Emirates Association for Social Development

09/2019

Pyramid of success
Emirates Association for Social Development

04/2017

The Art of Being Assertive workshop
Higher Colleges of Technology

03/2017

Creativity in problem solving workshop
Higher Colleges of Technology

03/2017

How to study math and physics workshop
Higher Colleges of Technology

03/2017

Heritage and National identity Workshop
Higher Colleges of Technology

02/2017

Gift of Vision workshop
Higher Colleges of Technology

04/2016

Motivate Yourself Workshop
Higher Colleges of Technology

03/2016

ABC Customer services workshop
Higher Colleges of Technology

10/2015

Best model student award
RAK College

04/2015

Value yourself
Higher Colleges of Technology

03/2015

Time management workshop
Higher Colleges of Technology

03/2015

The power of positive thinking
Higher Colleges of Technology

03/2015

Certificate of Recognition
Higher Colleges of Technology

2015

Spanish club
Higher Colleges of Technology

2015

IELTS - Band 5

10/2013

IELTS exam preparations
Higher Colleges of Technology



Personal Skills

- Time management.
- Ability to work under pressure.
- Excellent communication skills.
- Ability to participate with team.
- Able to work fast and also accurately.
- Problem solving, decision making and analytical capabilities

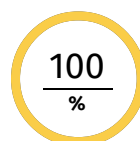


Computer Skills

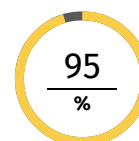
- Social media.
- Microsoft office.
- E-mail and internet explorer.
- English & Arabic keyboarding.



Languages



Arabic, native



English, fluent.



Hobbies



Exploring distant
lands



Getting lost in a
good book



Every kind of sport



References

Dr. Tarek Ben Noame
Higher Colleges of Technology
Business Faculty - Ras Al Khaimah
Email: tnoamene@hct.ac.ae