




Dubai, Albarsha2 

0563929997 

falhashimi909@hotmail.com 

FATMA HASSAN ALHASHMI



OBJECTIVE

Seeking an opportunity to gain experience environment to improve learned skills, wellington develop experience and expand the cycle of knowledge in order to grow in this field



EDUCATION

AVERAGE: 80.2 | Al Salam High school

(2016-2017)



EXPERIENCE

- VOLUNTEER CERTIFICATE, AL BARJEEL FOUNDATION 6 HOURS
|2017|.
- VOLUNTEER CERTIFICATE, FAZZA INTERNATIONAL CHAMPIONSHIPS
FOR PEOPLE OF DETERMINATION 25 VOLUNTEERING HOURS
|2018|.
- CASHIER AND STORE ASSISTANT (CARREFOUR) | APRIL-2022 TO
DECEMBER-2022 | CASHIER

1. Processed customer transactions efficiently and accurately as a cashier, ensuring excellent customer service.
2. Assisted in stocking shelves and maintaining store organization, contributing to a clean and well-presented shopping environment.
3. Monitored product expiry dates, removed expired items, and ensured compliance with food safety standards.
4. Communicated with vendors during deliveries to verify inventory and resolve discrepancies effectively.
5. Interacted with a diverse range of customers, providing assistance and ensuring a positive shopping experience.

1. prepared offer letters and internal contracts for employees.
2. Maintained individual employee files, ensuring all employment documents were accurately filed and organized.
3. Monitored employee passport expiration dates and sent timely reminders before expiry.
4. Managed employee schedules, including coordinating check-in and check-out processes.
5. Utilized Bayzat software for employee management and scheduling tasks.
6. Ordered scrubs and other supplies for employees as required.
7. Issued various certificates, including salary, employment, and other HR-related documents.
8. Sent interview invitations and follow-up emails from the HR email account.
9. Participated in interviews, providing valuable feedback to aid in candidate selection.
10. Supported general office operations through efficient clerical and administrative tasks.



SKILLS

Key skills

- Time management
- Communication skills
- Positive Attitude
- Active listening skills
- Attention to detail
- Problem-solving abilities
- Teamwork

Language skills

- Arabic (native)
- English



COMPUTER KNOWLEDGE

- Working in PC and Mac
- Internet (chrome and safari)
- Typing in Arabic and English
- Microsoft (Word and Power point)