



QURAT UL ANN

DOB: 7TH JULU, 1983.

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Fully utilize my professional skills, while making a significant contribution to the success of the company.

SKILLS

- Outstanding interpersonal & communication skills
- Trilingual : Reads, writes and speaks with 100% fluency:English, Arabic , Urdu
- Eminent soft skills
- Highly adaptable

EXPERIENCE

- Senior Administrator Dubai National (2016-2018)
- Senior Customer service and Insurance Officer , Abu Dhabi National Insurance Co. (2009-2010)
 - Senior Customer Service Officer , Al Wathba National Insurance co. Abu Dhabi (2004 – 2009)
- Receptionist / Student Counsellor , Zenith Training Institute , Abu Dhabi (2001- 2002)
- Administrative Assistant , Ashbal al Huda school Abu Dhabi (2002 -2004)

EDUCATION

- Masters of Science in Applied Psychology, Virtual University , Pakistan (2019 -2021)
- Masters of Business Administration in Textile Designing , National Textile College (2005 – 2007)
- Bachelor of Arts , English Literature & Psychology major. Punjab University (2002- 2004)
- Diploma in Software Engineering , Mid Kent College, UK (2002- 2003)

CERTIFICATIONS & COURSES

- Advanced Diploma in hypnosis with Micheal Bele.
- Certified Life Coach (ICF Approved course)
- Associate NLP Practitioner (ABNLP approved)
- Associate Leadership & Executive Coach (ICF)
- Organisational Development Coach (ICF Approved)
- Emotional Intelligence Coach Practitioner

