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Personality information:-

Noura Hamad Ahmed Al Ali	
Date of birth	03 July
Country	UAE
Marital Status	Single
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My Goal

I am looking for an available position in a dynamic working environment which encourages the development of employees, as a result I will get a chance to develop my skills and focus on my career growth.

Education:-

Qualification	Diploma Business Administration		
From	3 rd Sept.2003	To	13 th June.2007
University	Higher College Of Technology - Dubai		
GPA	3.11		

Experience:-

Company	Cleveland Clinic Abu Dhabi		
Title	Benefits Officer – Total Rewards - Human Capital		
Description	<ul style="list-style-type: none">- Reviewing and checking the new employees contracts and auditing the grads including the allowances, also checking the offers.- Prepare Daman cards for the employees.- Sending emails and replay to the employee's requirements by emails.- Responsible for identification of problems and makes recommendations for change.- Worked with the Talent Acquisition & International Mobility team.		
From	18 th . September .2016	To	18 th . April .2019

Company	Abu Dhabi Centre for Technical Vocational Education and Training		
Title	Licensing customer service coordinator		
Description	<ul style="list-style-type: none">- Sending, writing emails and receives calls from the Licensing Hotline.- Customer service and to assist them to complete the licensing requirements, and arranging Reports.- Mystery Shopper.- Responsible for identification of problems and makes recommendations for change.- Gathers and prepares data and assist in the preparation of reports, analyses, and publications.		
From	16 th . November.2014	To	15 th . September 2016

Company	Department of Economic Development - Dubai		
Title	Management assistant		
Description	<ul style="list-style-type: none"> - Sending, writing emails and writing letters and receives calls. - Arranging Reports. - In charge of the reception staff functions and arranging some events. - Acts for supervisor in his/her absence, as delegated; supervises support staff as needed. 		
From	4 th . January.2010	To	23 rd . Oct .2014

Company	Higher College Of Technology - Dubai		
Title	Student Services Front desk Assistant		
Description	<ul style="list-style-type: none"> - Filing, sending receiving emails, doing students ID card. - Using scanner, writing forms, giving permission for students. - Giving the students their locker keys. - Talks to student's parents and schedule an appointment with the Student Service Supervisor. 		
From	11 th .June.2006	To	Till 12 th . April.2008

Skills

Key boarding	English: 50 words per minute Arabic: 30 words per minute.		
Computer Skills	ICDL Certificate		
Mother tongue(s)	Arabic - fluent		
Other language(s)	English – fluent		

Others

Interests and Activities	<ul style="list-style-type: none">-Following instructions and not wasting works time.-Like to use internet (researching and sending emails)-Playing all kinds of sports and drawing.-13 years of work experience.-Participate in a lot of events
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Achievements	<ol style="list-style-type: none">1- Ushers for :<ul style="list-style-type: none">● H. Sheikh Nahayan Bin Mubarak Al Nahayan and H. Sheikh Hamdan bin Mohammed Bin Rashid in Bazaar day on 6th Dec.2005● Ushering Ahmed Al Tayer in Bazaar day.● Was the Usher for H.H Hamdan Bin Mohammed Bin Rashid who came for Poet Evening in Bazaar day on 15,Dec 2004● Ushering the H.H Mohammed Bin Rashid Al Maktoum in the inaugurated phase 3 of the college campus on 28th March.20072- Chaperon for Paramedics students to USA.3- Got a certificate for my outstanding academic achievement in Diploma, placed on the Director's Honors List for Semester 1, 2006/074- Reciting the Holy Quran in front of H.H Nahayan Bin Mubarak
References	Available upon request