

Mariam Al Housani

Obtain a challenging position in Business Administration, finance that will utilize my knowledge and experience in communication and technical skills.

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Address Abu Dhabi, UAE

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Driving licence YES

Work experience

Seha
Volunteer
Abu Dhabi
May 2021 / Aug 2021

Call center, ISTIJABA program
1. Persuading the elderly to take the vaccine.
2. Preparing daily vaccination schedules

ADSCC
Volunteer
Abu Dhabi
Feb 2021 / Apr 2021

1. Data entry: registration system with different groups of society
2. Payment received from the patient by payment machine
3. Did (PCR) test for the patient

ADIB
Internship
Abu Dhabi
Jan 2020 / Mar 2020

Financial Control Department
- Assistant the employee to do:
o Balance Sheets
o Income statement
o Prepare the report for weekly to the management
o Review the annual report

Education

Zayed University
Bachelor of Finance
Abu Dhabi
2020

We studied many courses in business such as finance corporations, investment, management, accounting, marketing, and the economy.

CERTIFICATES COURSES ATTENDED:

- Bloomberg Market Concepts
- "Khutwati Program" "Fundamentals of Banking Workshop"
- The Brain Gym
- English levels from British council
- Test of English for International Communication (TOEIC)

Syscoms College
Diploma of human
Resource management
Abu Dhabi
2012

Subjects studied, dissertations / theses rendered, specialisations, associations

Skills

Microsoft Office: Advanced level

Bloomberg: Intermediate

Teamwork: Advanced level

Communication Skills: Advanced level

Organized: Expert

Accurate: Expert

Mathematical Skills: Advanced level

Responsible & Committed: Expert

Languages

English

Fluent

Arabic

Native