

**ATEAH OMER HASAN ALQUAITI**  
**P. O. BOX 2801, ABU DHABI, UNITED ARAB OF EMIRATES**  
**[ateah\\_22@yahoo.com](mailto:ateah_22@yahoo.com)**  
**+971545096672**  
**+971559972712**

#### PERSONAL DATA

**Date of Birth:** 11-10-1989  
**Marital Status:** Single  
**Nationality:** Yemeni  
**Languages:** Fluency in Arabic and English



#### OBJECTIVES

To seeking a challenging and responsible position in a successful growing organization, where I can utilize the best of my abilities for personal growth and for the prosperity of the company and to obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

#### EDUCATION

**Double Major Diploma in Business Administration and Information Technology**

- Emirates College of Technology (*GPA 3.91 out of 4.00*)

- □ Secondary School
- Rosary Private School (91.3% Scientific Term)

- □ Courses
- Test of English as a Foreign Language (TOFEL) (*Mark: 550*)

#### SKILLS

##### ➤ IT Skills

- Hardware and Software installation.
- Management Information System (Information System application).
- Data Communication and Networking.

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- Relation Database (SQL programming).
- Microsoft Visual Web Developer 2008 Express (ASP.Net).
- Oracle C++, XHTML, C#.
- Windows Movie Maker 2.6.
- Object-oriented system development and system development life cycle and object-oriented modeling based on UML (Unified Modeling Language), Use Case, Activity and Class analysis.

### ➤ **Business Skills**

- Principle, function and techniques of management and gain a solid background in business and management.
- Accepted Accounting Principle with using computing in a financial accounting setting and advanced accounting (Financial Management).
- Basic Marketing.
- Organizational Behavior (Complex relationship among individual, group, organization and society).
- Professional Ethics.
- Small Business Management and Entrepreneurship (Development of a strategies business plan and competitive business model).

### ➤ **Personal Skills**

- Good in communication skills.
- Hard worker and team player.
- Motivated to work under pressure.
- Planning and organizing
- Time management
- Self-awareness

## **APPRECIATION**

- Certificate of Appreciation in participation for National Day 2010.
- Certificate in Appreciation in participate for National Day 2011 in ECT College.
- Certificate in participation for "The pressures of work and treatment".

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- Certificate in participate in First Aid and Community Safety Course that was held in the April 2011.
- Certificate in participation for "Volunteer applications in the cultural field.
- Certificate in Advanced Microsoft excel
- Emirates Driving License.

**EXPERIENCE**

- Data entry clerk in Abu Dhabi Islamic Bank (15-04-2015 to 1-10-2015)
- Operation processor in Abu Dhabi Islamic Bank (05-10-2015 to 21-05-2021)