Curriculum Vitae

I am enthusiastic, self-motivated student. I strive for the best in all that I do.

**(Hajar Khalid)**

**Personal details**

**Nationality:** Iraqi.

**Date of birth:** 19-9-2000

**Place of birth:** U.A.E.

**Address: (**UAE) al Sharjah- Dhaid.

**Telephone no:** +971 50 4869980 | +971 50 143 7889

**E-mail address:** Hajer.Khalid2000@outlook.com

**Career objective**

To obtain a position that will enable me to use my strong organizational skills, educational background.

Seeking a challenging and responsible position, which enables me to employ my skills.

Seeking an opportunity to work with your company, so that I may put in practice and further develop my interpersonal and communication skills.

**Skills and abilities**

Language skills: English | Arabic

Computer skills: Microsoft word | Microsoft PowerPoint | C++ Java development Kit | Arduino Programming

Time management skills

Team worker

Good client’s services

E- Mail and internet knowledge

Working under pressure

**Education**

**High school: 2018-** Al Bardi for primary and secondary education

 High school average 87.9% - literary section

**Experience**

-I worked/ trainee in a dental clinic called " Al Nawras Dental Center “for 1 year, from November 2018 to December 2019, as a receptionist and HR, I was managing patient’s appointments and see how can I provide a good service, answering phone calls (call center), and deal with insurances companies, I was communicating directly or by a mediator called (I claim) with insurance companies like (Al Buhaira, ADNIC, next care….). The centers system depends on “dental max program". Also, I had an access to a governmental organization such as “FANR".

- During Summer time (from June to September 2017-2018), I was working as a sales promoter in Sharjah City Center, Mirdif City Center and Al Khoor Children City for several companies. For example, Newboy and Al Rasasi.

**Achievements**

-3\4\2014 I participated in comic con Dubai.

- I took an EMSAT certificate, English result: 1400.

-3\14\2016 I participated in a play for emirates transport.

-27\4\2016 I played a part in a play called “a crushed rhythm" for a school’s theatre festival.

-I've published a book on watt pad.

- 6\4\2018 a make-up artist has requested me for a make-up session twice.

**Interests and hobbies:**

* Writing {poem\ stories}.
* I'm interested in learning new languages.
* Drawing, it's a different way to show your thoughts.
* Running, cycling, and fitness.
* Photo| video editing.
* Volunteering.
* Fine art.
* Designing.
* Reading.

**Thank you for taking the time to read my CV.**