Alya Nasr Ali Al Zaabi

PERSONAL INFORMATION

Nationality: United Arab Emirates
Date of Birth: 23/05/1995
Marital Status: Single
Contact Address: P.O. Box: 5995, Abu Dhabi
Mobile: 052 - 7888800
E-mail: alyaalzaabi888@gmail.com

OBJECTIVE

Seeking a challenging career with a progressive organization that provides an opportunity to enhance my knowledge and technical skills and be able to serve the society and country and have a hand in progressing it.

EDUCATION

2013-2017 **Zayed University**
Bachelor of Science in Information Systems and Technology Management.

Information System courses:

Enterprise and IS Foundation – Introduction to Programming – Web Development –Management of IS – Network and Telecommunication – Technical Writing – Information Security Basics – Database Systems – IT Entrepreneurship – IT Project Management – System Analysis, Design and Implementation – Data Analytics

Business courses:

Financial Accounting – Introduction to Marketing – Introduction to Finance – Introduction to Management – Accounting Information System – Language in Workplace – Business Leadership – Foundation of Microeconomics – Strategic Management

1999-2013 **Al Khaleej National School**, Dubai
American Section
Average : 94.5%

WORK EXPERIENCE

Oct 2017-Dec 2017 **Internship Training at DAFZA.**
Sept 2018-Oct 2018 **Volunteer at The Executive Office – Dubai**
Oct 2018 – NOW **Business Development - Etihad Credit Insurance - Dubai**

PROFESSIONAL SKILLS

- **Computer skills:**
  - Excellent knowledge of computers and the Internet
  - Excellent Microsoft Office applications: Word, PowerPoint, Excel and Access
  - Very Good Knowledge in Adobe Applications such as Photoshop, Illustrator, Adobe Reader, Dreamweaver.
  - Familiar in web page designing by HTML and XML.
  - Good knowledge in networking and telecommunication
  - Familiar with using database systems (SQL and SAP)
  - Familiar with Java programming
  - Familiar with Perdisco and Sage 50 application

- **Certificates:**

  - Certified in CBP (Certified Business Professionals) Professional credentials
  - Certified in ICDL (International Computer Driving License) Programme
  - Passed IELTS with 6.5 score
  - Certified in Cisco
  - DDI Certificate
  - Certified in Business Etiquette
  - Certified in Service Plus , signed by DDI
  - Certified in Think Fast Think Smart Program
  - Certified in The Rounded Thinker

- **General Interests and skills:**
  - Excellent Writing Skills
  - Excellent Reading Skills
  - Excellent Speaking Skills

- **Interpersonal skills:**
  - Good communication and interpersonal skills (ability to work in teams, good listening, patient, respecting and accepting other's opinion, helpful, cooperative, accurate)
  - Good leadership skills (assertive not aggressive, a good listener, understanding)
  - Very Good public speaking skills (eye contact, Gesture use, confidence)
  - Excellent Presentation Skill

- **Languages Skills:**
  - Fluent in Arabic and English
  - Ability to write in English and Arabic

Reference:

- **Ms. Amna AlShehhi**
  HR Department,
  The Executive Office (*Dubai*)
  E-mail: Amna.AlShehhi@tec.gov.ae