KHAWLA S.AL KALBANI
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# Curriculum Vitae

## Personal profile:

- Date of Birth: November 8, 1981 - Nationality: Emirates - Marital Status: Single

*References to be furnished upon request

## Educational Qualifications:

**- Bachelor in computer science",** United Arab Emirates University, GPA 3.16 , **200**4

## Career Track:

- **Ministry Of Education , 2008 up to 2017** :

- **Design and Technology Techer - Sep 2016 up to 2017**

- **IT Teacher - Sep 2008 to Sep 2015**

- **In addition to all teaching and educational skills and responsibilities, I worked as an administrative**
  - Plan meetings and take detailed minutes
  - Write and distribute email, correspondence memos, letters, faxes and forms
  - Assist in the preparation of regularly scheduled reports
  - Develop and maintain a filing system
  - Update and maintain Data base
  - Knowledge of office management systems and procedures
  - Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

- **PORT OF FUJAIRAH, JAN 2003 to April 2003**
- **KALBA CHILDREN CENTER, 2006 to 2008**

## Skills & Training Credentials

**- Attend different Work Shop, 2015**

- Analyzes program
- Yammer Application
- Introduction to design and Technology and how its effect our life

**- Developing effective team member skills and Leadership Programe, 2014**

- Understand responsibilities for health and safety within the organization
- Understand the legal requirements as a team member
- Know how to contribute towards solving problems
- Communicate effectively with the team
- Understand how to use physical resources efficiently
- Know how to manage yourself and your time in line with your team goals
- Know how to manage yourself in a stressful situation

**- Attend different Management Courses , 2012 To 2019**

- Time and Stress Management
- Innovation & Creativity : Increasing Personal Creativity
- Conflict Management
- Managerial Skills
- Interpersonal Communication Skill
- Mentoring
- Conflict Resolution training course.

## Achievement , 2011 - 2015 :

1. **First Winner at the UAE Level in the Competition for " Little Programmer, Scratch Program"**
2. **Award of Distinguished Employee.**
3. **The way of Leadership**

## Relevant Skills, Up To Date

- **HTML Editing Tools** : Microsoft Front Page
- **Graphics tool** : Adobe Photoshop, Adobe Image ready, Multimedia Builder, Swishmax
- **Office Package**: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express
- Analysis
- Data Entry