Maitha Ali Al-Sabahi

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Personal Details

- **Date of Birth:** October 29-1997
- **Nationality:** United Arab Emirates
- **Marital status**: Single

Education and Qualifications:

- **2015 – 2019** University of Sharjah – Bachelor in Industrial Engineer and Engineering Management
- **2014 - 2015** Asmaa Bint Alnoman Model School - High School Diploma (Major-Scientific)

Summer Trainings and Participation Certificates:

- **2019** **Mohammed Bin Rashid Space Centre:**

  Position: Trainee in Space Labs and Engineering Supply Chain department

  - Collect and manage the purchase orders from engineers.
  - Compare between suppliers and manufacturers based on their item quotations.
  - Manage the shipments and storage requests related to projects.
  - Control the availability of all lab's consumables, garments, materials, etc.

- **2017 BAK Project Management Company:**

  Position: Trainee in Relationship Management

  - Arranging their meeting schedule.
  - Responsible for Day to Day communication between the Firm and the clients.
  - Play a role on Public relation planning and organizing with local and regional Media Players to enhance the Firm Image.

- **2014** Participate with Dubai Educational Zone
- **2013** Successfully completed JA Be Entrepreneurial
- **2012-2013** Participate with Dubai Police in Drugs Awareness campaign

Skills:

- **Computer Skills:** Using different software and systems like:
  - MS Office (Word, Excel, PowerPoint, Front Page, Access, Visio).
  - Minitab: statistical software to analyse the quality of the data.
  - AutoCAD: commercial computer-aided design (CAD) and drafting software application.
  - Code::blocks : programming software uses C++ language.
  - TORA: An operation research software uses optimization systems.
  - LINGO: Optimization Modelling Software for Linear, Nonlinear, and Integer Programming.
  - Arena: Discrete event simulation and automation software, uses the SIMAN processor and simulation language.

- **Communication Skills:** I have the ability to communicate effectively through reading, writing, speaking in (Arabic and English), and using communication technology with individuals or groups as well as moderate English Language skills.
- **Problem Solving:** have the ability to identify, analyse and describe a problem or groups of problems, and find the appropriate solutions to solve them.
- **Team Work Skills:** Able to operate effectively as a member of a team in completing tasks, solving problems or working towards agreed goals and to coordinate teams.
- **Time Management**: Able to manage the time and meet different projects deadlines.

Interests and Activities:

- Traveling
- Horse riding
- Reading