FATIMA BADER MOHAMMED OBAID AL-SHAMSI

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Date of Birth: 5 November 1994
Nationality: Emirati
Marital Status: Married

Education

2012-2016 **Bachelors of Environmental Science and Sustainability, College of Sustainability Sciences and Humanities, Department of Natural Sciences and Public Health** (GPA: 3.30) Zayed University, Abu Dhabi

2010-2012 **High School Certificate**
Al Nahda National School, Abu Dhabi

Work Experience

August 2016 – Present **Analyst, Health, Safety and Environment - Masdar**

Duties:

- Prepare HSE Governance strategy
- Conduct Construction Environmental Management plan site inspections and audits within Masdar city
- Prepare site inspection and audit reports
- Organize and identify internal training, awareness sessions and campaigns
- Maintain and organize HSE reports, records and forms
- Compile external audit reports from Auditee and project managers
- Assure all contractors comply with EAD and legal requirements
- Plan and coordinate emergency drills in liaison with authorities
- Prepare Management review meetings as per ISO 9001
- Analyze and prepare quarterly performance dashboards
- Assist in preparing departmental budget plan
- Prepare HSE statistics dashboard

July 2018 – September 2018 **Seconded - Platforms -Dubai Future Foundation**
Sponsored and supported by Masdar as part of the Emerging Leaders Programme

Duties

- Part of the Dubai Future Accelerators Program
- Prepare a full internship program concept
- Attended identifying challenges session

- Review on government entities proposed challenges
- Research on worldwide start-up companies
- Engage with different international and local stakeholders
- Interview and evaluate startup companies

April 2018 – June2018 **Seconded – Environment, Health and Safety Team - GHD**
Sponsored and supported by Masdar as part of the Emerging Leaders Programme

Duties:

- Prepare Scope of Work report as per Dubai Municipality Guidelines
- Prepare Environmental Impact and Social Assessment report
- Prepare detailed operational waste management plan

Internships

January 2016 – March 2016 **Trainee: Government Policy and Performance Management Department**
General Secretariat of the Executive Council - GSEC

Duties:

- Worked on performance management report of the Infrastructure and several sectors
- Organized Data and presentation of survey results
- Participated in organizing meetings
- Participated on government initiative projects

August 2015 **Trainee: Health, Safety and Environment Department Abu Dhabi Distribution Company**

Duties:

- Organizing and handling the certificates that is given to some employees.
- Worked on analyzing Audit data on some on-going projects within the entity
- Participated in the paperless procedure initiative

July 2014 **Trainee: Human Resources Department,**
Abu Dhabi Chamber of Commerce

Joined their HR department for a summer training of 4 weeks and was responsible for variety of tasks such as organizing weekly meeting with the department manager, meeting with different departments within the entity and gaining knowledge on the work they do and gave a presentation to HR manager and other members of the summer training.

ACHIEVEMENTS

May 2019 — **Emerging Leaders Program**
Completed all requirements and graduated from the internal career development program within Masdar

January 2017 — **Young Future Energy Leaders program Alumni, Masdar Institute**
Received a certificate of graduation from the YFEL Program hosted by Masdar Institute.
Won a case study analysis competition on desalination to attend workshops in Japan "Study Tour in Japan"

TRAINING AND CERTIFICATES

- **August 2016** – Fire Warden
- **September 2016**- First Aider
- **December 2016** – Project Management Foundation
- **February 2017**- Leadership fundamentals
- **March 2017** - Certified Radiation Protection Officer
- **April 2017** – Public speaking and presentation skills
- **August 2017** – VIP Business Protocol
- **October 2017** – Mentorship Program
- **May 2019** – Completed Emergeing Leaders Program

Skills

Personal Skills

- Time Management
- Problem Solving
- Leadership
- Research Skills
- Communication Skills
- Manage multiple priorities
- Analytical

Language Skills

- Arabic
- English (IELTS; Overall Band Score 6.5)

Computer Skills

- Adobe Photoshop
- InDesign
- Illustrator
- Microsoft Office

References:

References available on request