AMEERA ABDUL QADIR HUMAID AL QUBATI
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OBJECTIVE



An Emirati motivated business and social responsibility leader with 18 years of progressive experience in management, online business and special needs fields. Team player dedicated to help employees improve their skills and techniques in order to reach their strategies. Always apply happiness and creativity to any task or project given as well as the company's operations and strategies. Detail-oriented and multi-tasked person who thrives in fast-paced environments.Adores supporting and caring of the people with determination and always learning new methods/ strategies to best serve them.

EDUCATION

June, 2007	(MIB) Masters in International Business, Wollongong University – UAE
July, 2004	BSc. (with Honors) in E-Commerce, Staffordshire University – UK
August, 2004	Higher Diploma in E-Commerce, HCT, Abu Dhabi - UAE
August, 2014	Diploma in Teaching Downsyndrome in Schools, ICEPE Inst. - Ireland

WORK EXPERIENCE

May, 2010 - Present **Founder & Management Consultant (Non Profit Org.)**
Emirates Down Syndrome Association, Abu Dhabi, UAE

- Lead group of 200 parents with Downsyndrome in Abu Dhabi
- Provide feedback and consultation in daily basis to the association management.
- Approve all Action plans done by the section leaders
- Provide training courses to the management about action plans, KPIs, change management
- Supervise all section manager tasks and provide support or recommendations whenever needed
- Lead, participate and attend conferences, forums and events related to special needs
- Approach authorities, ministries and other entities for possible MOUs, round table meetings and focus meetings.

- Establish semi monthly online surveys to parents/ adults with DS to ensure all needs are highlighted and sent to the proper authorities.
- Supporting the field of the people with determination in UAE.
- Resolving any issues with parents of Down syndrome in Abu Dhabi.
- Approach sponsors, partners to support the association events and projects.
- EDSA AD Official speaker ; interviewed in various TV and Radio Channels (Rooh Al Ittihad, MBC, Sabah AlDar, Dubai FM and Abu Dhabi Sport Channel.
- Collaborate with the Special Olympics team closely to support them with the event's participants and audience from our members and their parents.
- Local Member of the UN project in Special Needs - studying the situation of the determine ones inclusion in the UAE. (Contacting related authorities; arranging round group with them; managed and implemented focus groups meetings with the determine ones (Adults) thru arts communication. (Dec. 2015 , research phase only)

- The New England Center for Children, Abu Dhabi
  Volunteer Work in the Arabic Department February 04 - April 22, 2014

Feb. 04 – April 22, 2014 **Arabic/ Islamic Coordinator (Volunteer)**
New England Center for Children (with Autistic disorder)

- Translated ACE program from English language to Arabic language.
- Applied new methods thought in the child program such as the Video Modeling method; suggested teaching the prayers using this method.
- Attended many workshops and lectures.

*Volunteer Wo*Feb., 2005 – June, 2007 **Business Development Manager**
ESNAAD (ADNOC), Abu Dhabi, UAE

- Set clear team goals for the Business Development Department.
- Delegating tasks and set deadlines for the business internal team.
- Screened potential business deals by analyzing market potential, and needs; evaluating options; resolving internal priorities.
- Member of the Tender Board committee.
- Lead, participate and attend majority of Oil&Gas conferences, forums and events.
- Networked and seek new business deals.
- Established feasibility studies for future joint venture and partnership
- Worked closely with the IT team to ensure the company website is a business driven dynamic website.
- Train the Operations department team of Microsoft Project tool.
- Attend Oil & Gas General Managers meetings in ADNOC Main office.
- Report to the General Manger.

Dec., 1998 - Jan., 2015 **CEO of Emaratsites.com**
Abu Dhabi, UAE

- Freelance Company of which produces web, graphic design and software solutions to individuals and companies.

Summer 2003 **Analyst Programmer (Summer Trainee)**
ADGAS (ADNOC) - Abu Dhabi, UAE

- Developed Library Management System project in the IS Division using tools such as ASP.NET, Dreamweaver MX, MS. Visio and Photoshop 7.1 From user requirement to implementation.

April - June,2003 **Webmaster (Work Placement)**
ADMA OPCO (ADNOC) - Abu Dhabi, UAE

Developed ADMA OPCO Central Library System using Coldfusion and MS Access and the "Employee's Kids Birthday Database "using Dreamweaver MX, .Coldfusion and Photoshop 7.

Summer 2002 **Webmaster (Summer Trainee)**
ADMA OPCO (ADNOC) - Abu Dhabi, UAE

- Developed company website using Dreamweaver MX, .Coldfusion, Photoshop 7, and MS. Access.

Summer 2001 **IT Coordinator (Summer Trainee)**
Abu Dhabi Municipality - Abu Dhabi, UAE

- Database entry, Transcription, Sorting & Editing and Code/Interview Verification.

Summer 1998 **Customer Care (Summer Trainee)**
Abu Dhabi Commercial Bank - Abu Dhabi, UAE

- Customer services, accounts, etc.

TRAINING & CERTIFICATES

- Zayed Higher Organization for Humanitarian Care & Special Needs, Abu Dhabi, *Lead Workshop on - Students Best Inclusion at Public Schools* Novembee 17, 2014

- Emirates Down Syndrome Association (Dubai Chapter), Dubai *Our Secured Community Forum – Attendance Certificate* October 11, 2014

- The New England Center for Children, Abu Dhabi *Play Skills & Video Modeling* December 08, 2013

- The New England Center for Children, Abu Dhabi *Stimulus Preference Assessments: Transferring our Research-based Technology into Community Settings* December 10, 2013

- Institute for International Research, Dubai *Market Research For Decision Making* August 12-16, 2006

- North American Safety Consultants,, Abu Dhabi *Crisis Management & Disaster Recovery* May, 2006

- Institute for International Research, Abu Dhabi *Marketing Masterclass* April 22-26, 2006

- Progress Management Consultants, Abu Dhabi *Advanced Presentation Skills* March 25 - 27, 2006

- International Computer Driving License, Abu Dhabi *ICDL License (Microsoft Office) has* October 29, 2005

- Meirc Training & Consulting, Dubai *The Business Plan: A Road Map to Managerial Success* July 11-13, 2005

- General Women's Union, Abu Dhabi *NLP method to recite the Holy Quran* June 1, 2003

- Ministry of Higher Education and Scientific Research, Abu Dhabi *e-Ducation without Borders Conference 2003 - Planning & Organizing Certificate* February 22-24, 2003

- Software Technology Group MiddleEast Institute L.L.C, Abu Dhabi *Photoshop & ASP server pages* February 2 – April 24, 2003

- Critical Reflection & Practice, Abu Dhabi, UAE *TESOL ARABIA 2002 March 20 – 22, 2002*

AWARDS & MEMBERSHIP:

- Kharafi Center for Children with Disability – Kuwait
  Awarded as the "Outstanding Mother with a child of determination in the UAE" - April 2018

- Princess Haya Award in Special Education - Dubai, UAE
  Awarded as the "Outstanding Family in Special Education" 2015.

- Shaikh Rashid Award for Scientific Outstanding, Dubai
  Outstanding certificate in honors of the Masters degree in International Business May 05, 2008

- Higher Colleges of Technology, Abu Dhabi
  Certificate of Recognition for Outstanding work with college events and humanitarian efforts during 2002 – 2003

- Higher Colleges of Technology, Sharjah
  HCT IT Competition Award, February 2003

- Higher Colleges of Technology, Abu Dhabi
  Winner of the best E-Commerce Curriculum Newsletter Design April 2000

MEMBERSHIP

- Emirates Down Syndrome Association, UAE
  Board of Directors Member, 2012 – Present

- Chartered Institute of Marketing Group (CIM), UK
  Member, 2005 – 2007

- Information System Audit and Control Association (ISACA), US
  Member, 2006

- Emirati Students Union in UK & IRELAND, UK
  Member October, 2003

- HCT Student Union, Abu Dhabi
  Member 2000 - 2003

REFERENCES UPON REQUEST