



Noura Almesafri

CONTACT

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SKILLS

• Personal Skills:

- Ability to work under all circumstances.
- I can to learn new tasks.
- Ability to work individually and as a team member.
- Good communication Skills.
- Rapid learning and perception.

• Managerial Skills:

- Prioritization and time management
- Problem solving.
- Support and motivate employees.
- Build effective teams and make observations.
- Report writing.
- Social media knowledge

LANGUAGES

English

Intermediate

Arabic

Fluent

PROFESSIONAL SUMMARY

I 'am capable to work in challenging and changing work environments and seeking to get a job that I can develop and serve the organization and my country.

EDUCATION

Diploma: Information Technology , 09/2008 – 06/2011
Higher Colleges of Technology – Sharjah

- In 2011 I obtained a diploma in Information Technology at rate of 3.05. From Sharjah women's colleges.

-In 2008 I obtained a high school from the literary department at rate of 85 / From Al-Bateeh Education School in Sharjah.

CERTIFICATIONS

- - 2014 Diploma in Human Resources from the American University in Ras Al Khaimah for 40 hours.
- - 2014 Certificate of International Business Skills accredited in commercial communications from the American University in Ras Al Khaimah for 50 hours.
- -2014 Certificate of International Business Skills accredited in Personal Capacities (Understanding and Development) from the American University in Ras Al Khaimah for 50 hours.
- -2009 Certificate of Executive Secretarial and Office Management from the newadmin Training Center in Sharjah for one month.

WORK HISTORY

Communications Assistant 07/2023 - Current
Buds Public School - Dubai, United Arab Emirates

- Assisted in executing internal and external communications.
- Writing weekly reports on the tasks completed and the development of the targeted situation.
- Creating events that show the extent of the target group's understanding.

helpdesk 05/2011 - 06/2011
Secondary Technical School - Sharjah, United Arab Emirates

- Assisted customers with product complaints, logging issues for investigation, and providing replacement items.
- Resolved customer issues using strong interpersonal skills.
- Answered customer telephone calls promptly and improved on-hold wait times.
- Replenished store inventory regularly, monitoring stock demands to appropriately address customer needs.