

**Curriculum vitae**

**Alwaleed Khaled Alsheikh**

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**Career Objective: to be Integral part of a professional team in Your Company**

**where my personal skills education and experience can be effectively utilized in a**

**challenging position.**

**Personal Information:**

**Date of Birth : 03/04/1986**

**Nationality : Jordan**

**Place of birth : Abu-Dhabi**

**Marital Status : Single**

**Emirates ID : 784-1986-1725051-3**

**Passport NO : M790167**

**Location : Abu-Dhabi / Tourist club area**

**Professional Qualifications:**

1. **Associate of Science in Information Technology (ASIT) from “Syscoms College” in Abu Dhabi, UAE, Approved by the Ministry of Higher Education and Scientific Research from UAE, Syscoms College is one of the leading College in the UAE & are leader in I.T Education**
2. **International Computer Driving License (ICDL).**
3. **Test of English as a Foreign Language (TOFEL).**
4. **Study in ABU\_DHABI UNIVERSITY IT (Second year).**
5. **Holds a certificate printed English (Sarah Institute).**
6. **Red Crescent Volunteer (3rd year)**

**Professional Skills:**

1. **I.T Skills : Software Application ( word, excel, PowerPoint,Java,SQL,Programming,Networking**

**and Related Applications).**

1. **Marketing Skills: Marketing of Services, Customer Service, Telemarketing, counseling etc.**
2. **Public Relation Skills: Inter Personal Relation, Handling People of Different Culture &Communities, Resolving Crisis.**
3. **Administrative Skills: File Management, Data Entry, Record Keeping, can work as team leader.**
4. **Language Skills: Excellent in Arabic & English.**

**Work Experience:**

**Has worked as an Internship Trainee at “Syscom College” which is approved by the Ministry of Higher Education & Research, UAE, The College has Programs in I.T & Management & also Exam Center for various Public & International Exams from 2ndFEB**

**2011 to 1st August 2011 For a period of 6 months - (1month) Supervisor Tent in Red Crescent from 6 June to 6 July 2016 . Worked (6 years) in ’’ ALZAWAYA PROPERTIES’’ and include :** )**Receptionist & Customer Service-Data Entry-Host** ( **. I have done the following Duties & Responsibilities during this Period. I have worked in the (SYSCOM COLLEGE) as follows:**

1. **Exam Administration: in Syscom College as an Exam Center for the Abu Dhabi local Administration which included Exam Booking & Registration, Exam Invigilation , Public Relations, Preparation of Record & Certificates, Telephone Handling Exam Enquiries &Related activities.**
2. **College students File Management: which included compiling student data, preparation of charts & diagrams, data analysis & interpretation using appropriate computer applications.**
3. **Student Services & Counseling: which included handling student visitors & assisting the counseling of admission procedures to the students.**
4. **Data Entry: Enter data relating to buying and selling.**