

CURRICULUM VITAE

SAMAR MOHAMMED HAMED SALIM AWWAD

Mobile: +971 55 7024907

Email Address: Samarawwad.sa@gmail.com

PROFILE

A highly motivated and enthusiastic professional, able to use my own initiative and work hard as part of the team. I can attribute positively my communication skills, abilities, background knowledge, motivation and experiences to full use order to satisfy demands while maintaining very high standards of work. I am willing and able to undertake any further training requires for increasing effectiveness in the workplace.

PERSONAL INFORMATION

Nationality	Jordanian
Gender	Female
Date of Birth	27October1982
Place of Birth	Al Ain, UAE
Religion	Muslim
Address	Al Manaser, Al Ain U.AE.
Marital Status	Single
Father's Name	Mohammed Hamad Awwad

EDUCATION

- High School Graduate - Scientific Section, *Year 2000, U.A.E.*
- Bachelor's degree of English Language and Literature – United Arab Emirates 2002-2007.
- IELTS (U.A.E University), 16-02-2009.
- ICDL course, New Vision institution, 2010.

LANGUAGES

- Arabic
- English

TRAININGS COMPLETED

- Pioneer Program for Functional Qualification.
(Applied Secretariat and Electronic Office Management),
- Trained by Focal Point management consultancy in AlAdhwa Private School for five years.

- Flipped classroom- Trained by Edraak Organization – online course –3-8-2020
- Training of Trainers ToT – Global Academic for Training and Development (GATD) – 35 training hours, from 1-2-2021 to 20-2-2021.

CAREER HISTORY

- Teaching in Al – Esra'a Private School for one year, English language (grade one , four, and six 2007-2008 – Emirates curriculum).
- Teaching in Al Adhwaa Private School for three years, English language (Grade four, five,six) and English Social Studies (From grade 4 to grade 9) for two years.
- Teaching in Al Adhwaa Private School, English Social Studies (Grade 3 to 10) until now.
- Teaching in Al Adhwaa Private School, Geography and History (Grade 10 to 12).

IT & OTHER QUALIFICATIONS

- Able to operate and troubleshoot Microsoft Office such as MS WORD, MS.EXCEL, EMAIL and Internet.
- Typing Arabic and English.
- Driving Licence for Light Vehicle.

PERSONAL STRENGTHS & CHARACTERS

- Ability to communicate with people of all ages, levels and nationalities.
- Good relational skill and a team member.
- Self-motivated with exposure to administration and customer service.
- Fast learner, capable of adapting with changing environments.
- Maintain effectiveness in different situations; develop solutions that are appropriate to the problem, and implementing corrective actions.

REFERENCES

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|---------------------|-------------------|--|
| • Mrs. Amira Jaafar | Current Principal | amira@aladhwa-sch.net |
| • Huda Itawi | Vice Principal | hoda@aladhwa-sch.net |
| • Rana Mofeed | HR | hr@aladhwa-sch.net |