

Kaltham Ali Haji
United Arab Emirates – Dubai
Tel:050 – 5740047 / 055 – 8090061
Email: kalthamhaji@gmail.com

Educational attainment:

- High School certificate

Training courses and workshops:

- holds a certificate of academic excellence for the years: 2009-2010, 2010-2011 and 2015-2016
- holds a certificate: COMPUTER APPLICATIONS from the National Academy of Information Systems in 2009

Certificate: Completion of the third stage of the Sharjah Art Institute.

I qualified for the Hamdan Bin Rashid Al Maktoum Award for Distinguished Academic Performance at the level of an educational institution in the United Arab Emirates for the academic year: 2009-2010.

- Certificate of the Arabic Calligraphy Workshop at the Sharjah Calligraphy Museum.
- Certificate of participation in the initiative "My leadership is the title of my culture" during the period from September 2011 to March 2012
- Certificate of participation in the "Knowledge Forum" workshop from 11/06/2009 to 14/08/2009
- Certificate of participation in the "Sin Jim" cultural event from the Etqan Center for Educational Consultations.

A certificate of thanks and appreciation for the participation and humanitarian and voluntary support for the projects of the "Emirates Red Crescent Authority".

- First place certificate in the handicraft competition at Nahda Women's Association.

Practical experience:

Receptionist at Dubai Museum 2000-2005

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computer:

Internet and Windows use (good), **Word** (excellent) **Excel** (good)

Languages:

Arabic: **writing**, excellent - **reading**, excellent - **conversation** excellent

English: **writing** excellent - **conversation** good -

Urdu: **conversation** excellent

hobbies:

- reading ...

And using the Internet.

skills:

Excellent ability to read, understand and follow safety procedures.

- Ability to plan and schedule.
- An ability to deal with new technologies.
- Good coordination and organization skills.
- time management.
- Hard work and dedication.
- Focus with keen attention to detail.
- Motivated, impulsive.
- Positive thinking.
- creative
- Ability to work under pressure.
- Holder of a UAE driving license.