



DANA ADAM

ECONOMICS GRADUATE

CONTACT



0505852443



danaadam309@gmail.com



UAE, Ajman.

SKILLS

- Teamwork
- Time Management
- Leadership
- Verbal & Written communication
- Computer skills (MS -Dos) Programms.

EXTRACURRICULAR ACTIVITIES

- Organize monthly events in different college clubs.
- freelance social media marketer

LANGUAGE

Arabic ● ● ● ● ● ● ● ●

English ● ● ● ● ● ● ● ●

PROFESSIONAL PROFILE

An independent and self-motivated graduate looking for an entry-level position , where I can utilize the extensive knowledge I have gained during my study, with a passion of hardworking and seek to apply my capabilities at work.

EDUCATION

• ALQASIMIA UNIVERSITY

Bachelor of Economics and management
(2018-2021).

• SAUDA BINT ZOMAA SECONDRY SCHOOL

High school certificate - 2018.

EXPERIENCE

international Charity Org.

Accountant- 3months

- Issuing cheques for social cases, companies, people, and organization.
- Reviewing all payments with it invoices.

Nemat Medical Center

Receptionist - 6months

- Welcome and greet patient.
- Help in Registration form and insurance form fill up.
- Receive patient file and enter details in the system.