

CURRICULUM VITAE

Personal Details:

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Work Experience:

Head of Legal Researcher department (5 years experience)
Ministry of Labor (RAK office) –UAE

Complaints Investigator is currently working in the Securities and Commodities Authority from 04/10/2010 to date.

- Resolving the labors issues
- Investigate the labors issues
- Verifying the labor contracts
- Propose new labor laws
- Refer the labor issues to the court
- Handle customer services and inquiries
- Prepare monthly reports
- Writing legal journals
- Ratification labor contracts
- Skill of the investigation

Trainee

Dubai Courts -UAE

Attended the following courses:

- Leadership strength
- Labor law in English (Sharjah University)
- Authorities and Responsibilities for the legal Departments

- Approving the legal and consulting skills
- Prepare and writing journals and legal contracts
- Resolving and Making innovation decisions
- Creation and social researches
- Member of the jobs interview for the ministry of labor 2007
- Participation in the conference of the international labor organization and executive office
- Making the distinction
- The distinction employee in 2007
- The Leader In You
- Authentic Personal Branding
- Introduction to work in Organization
- Emirates Securities Leadership Program
- Currently I am at shaer program (Supporting Human Assets for Real Emiratisation)
- Bound within the rehabilitation program and the preparation of the arbitrators of the GCC countries

Education and Qualifications:

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|---------|---|-----|
| • 98-05 | UAE University
Bachelor degree in Law & sharia | UAE |
| • 97-98 | High Secondary School | UAE |

Hobbies:

Jogging and reading magazines

Languages\ Skills:

Fluent in Arabic & English

SKILLS

- **Technical Skills**
 - Well qualified in Microsoft office word, Excel, MS project, Microsoft Outlook , Internet
- **Communication Skills**
 - Strong customer service skills
 - Ability to present & organize events and conferences
 - Capable of training new employees and developing their skills.
- **Other Skills**
 - Adapt easily to new concepts and responsibilities

- Able to deal with extended pressure, strong on follow up
- Self- motivated, able to set effective priorities and implement decisions to achieve immediate and long – term goals and meet operational deadline.