

## Hamdan Salem Bakhit Alkaabi

### Personal Data:

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### Academic Qualifications :

- United Arab of Emirates University, College of Business and Economics (An AACSB Accredited College ), Bachelor in Business Administration , Major : Human Resource Management & Development - Jan 2014 , GPA: 3.35 /4.0 .
- General Certificate of Secondary Education (Science) rate by 80.4% .

### Other Qualifications :

- Certificate Course in English, leadership and computer from the Institute of Embassy CES in Australia 2007.
- Certificate Course in English from the Institute of Embassy CES in UK 2008.
- Certificate Course in English from the Institute of KINGS in Al Ain 2009.
- Certificate IELTS English language by 5 .
- Experience Certificate in Secretary , Customer service and HR service (Staffing ,Training and employees service ) from Alain Municipality .

### MY Job :

I am currently working at Al Ain Municipality in the department of tenders and contracts which related to following activities :

- Managing the system of purchasing , payroll and all things related to the Municipality's .
- Managing the invoicing operations related to the collection of the Municipality property rents.
- Receiving invoices submitted by sellers or those related to the projects and purchases and paying same.
- Preparing and publishing reports about the closing of accounts and ledgers.
- Managing the Municipality treasury at the Department of Finance.
- Audit & drafting Contracts and Tenders .