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Khaled salem hafeedh Al Mazrouei

Personal Data:

Date of Birth: 23/12/1989
Place of Birth: Abu Dhabi
Citizenship: United Arab Emirates
Marital Status: Single

Career Mission

To start my career early in life to meet the demands of an ever growing country, utilize the skills developed in taking up challenging tasks and contribute my very best to enhance the beauty of my **beloved country**.

Education

- High school Diploma (**80.3%**) , Rawafed Private school **2007 - 2008**

Training Courses:

- Hands on tourist guiding course (ADTA accredited tourist guide) **April 2009**
- Calligraphy of Sheikh Zayed Mosque , **June 2009**
- A+ Customer care training , **May 2010**
- Drafting rules and regulations and administrative decisions and writing memos, **December 2010**
- Core Consulting Methodologies and tools, **April 2012**
- Writing Professionally in English, **January 2013**
- Sustainable Procurement, **March 2013**

Skills

Computer/Programming Skills: Windows XP & Vista (Word , power point & Excel.)

Communication Skills:

Arabic: First Language
English : IELTS Band 6 (**April 2009**)

Interpersonal Skills:

Efficient, self-motivated, hard worker
Can work independently and in groups.

Work Experience

- Customs officer in Abu Dhabi Customs Operations, **May 2009 – July 2010**.
- Assistant Tourism Industry Emiratisation Executive in ADTA, **July – November 2010**.
- Contracts Officer in Crown Prince Court , **November 2010 – Present**.

Interests

Horse Riding, Rifle shooting, Photography, collecting ancient coins & Reading poems.

References

Mr. Abdullah Al Neaimi
Head of Customs clearance section
Abu Dhabi International Airport
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Mr. Khalfan Al Mazrouei
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