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Arwa Fahad Ibrahim Almuala

**A political science graduate, capable of work in a culturally diverse environment and to always acquire new skills and knowledge in order to enhance my career path.**

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**Nationality:**

United ARAB EMIRATES

# Skill Highlights

* Computer skills
* Communication skills
* Analytical Skills
* Academic writing and research
* Presentation skills
* Innovative
* Team work

# Languages

Arabic: Native

English: Fluent

Spanish: Good

# Experience

2017

**Member at model of European union Cairo university**

2018 to 2019

**Human Resources member at MESE student activity**

* Shadowing and making interviews for new members.
* Provide soft skills trainings.
* Monitoring and rating the performance.

 2019

**Customer service and operations intern at NBD bank in Cairo**

**Administrative officer volunteer at Edu. & Tech. Sciences Attache of UAE in Cairo** 2022

* Volunteered for 3 months
* Assisting in power point presentations
* Taking minutes of meeting
* Other administrative work

# Education

2017-2021

**Bachelor degree of political science and a minor of public administration at faculty of Economics and Political science, Cairo university. 3.209 GPA**

# Certifications

**Microsoft office specialist (MOS):** 2019, Cairo university.

**Diplomatic and consular relations:** 2018, Cairo university.

**Human resources management Diploma**: 2021, Alison online

courses.

**ICDL**: 2018, Cairo university.

