






FATEMA ESMAIL RAEISI

CONTACT

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-  Emirati

SKILLS

- Teamwork
- Computer skills
- Time management
- Communication skills
- Project management
- Work under pressure

LANGUAGES

- **Arabic**
Native
- **English**
Fluent

PROFESSIONAL SUMMARY

Motivated student with excellent communication and interpersonal skills looking to gain valuable experience in a professional setting. Seeking to utilize excellent communication, interpersonal, and organizational skills to complete tasks. Reliable with a good work ethic and the ability to quickly adapt to new tasks and environments.

EXPERIENCE

Internship Student, 10/2023 - 11/2023

Sharjah government media bureau - sharjah

- Performed assignments as determined by the supervisor.
- Worked both independently and within a team environment with focus and high attention to detail.
- Communicated with others, demonstrating strong verbal and written communication skills.
- Exercised time management skills while juggling multiple projects simultaneously.
- Drafted letters, emails, memos for external communications following brand guidelines.
- Trained in different positions and worked with variety of personnel.
- Created reports and data-driven presentations.
- Made a final project presentation at end of internship to communicate findings, share learnings, and offer suggestions for improving program.

EDUCATION

bachelor : public relations and advertising , 2024
city university of ajman - ajman

Completed coursework towards High School Diploma: 2011
Ruqayya High School - sharjah

CERTIFICATIONS

- Conversational English learning course (English for life) by for9a
- Goal setting and decision making course by for9a