

## AYDAH HIJAZI

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Birth place| Jeddah, Saudi Arabia| Birth Date :07/11/1987 | Single

### Job Title

Born in Jeddah, Saudi Arabia, I studied and graduated from the Arab Open University and worked in several administrative specializations mentioned in my CV. Jeddah Saudi Arabia – Istanbul and Currently working in Dubai United Arab Emirates.

I have certificates of experiences in this regard in Saudi Arabia. I also worked in Istanbul and in governmental administrative fields in Dubai. I currently working at TADAWI Specialty Hospital healthcare in Dubai in Executive Management Department as Executive Secretary & Customer Service.

I am currently looking for a job in my second country, my birthplace. I have a deep love and belonging to my second country and I have family there, all of them are Saudis.

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### Core Proficiencies

Good Listening

Team Work

Reliability

Effective Communication

Patience and Problem-Solving

Planning and Cooperation

Stress Tolerance

Increase Productivity

Leadership and Guidance

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### Experience

**Organization:** *TADAWI Specialty Hospital healthcare* | Working until now

profession: executive secretary & customer service. *Dubai, United Arab Emirates*

my job is focusing on organize patients' medical reports, contact them and remind of their appointments and prepare medical reports for the patients as directed by the doctor and organizing medical bills for patients.

**Organization:** *Tasheel & TMG government global services* | *Dubai, United Arab Emirates*

Profession: Senior Typist (Data entry) and call center | *April 2023-April 2024*

Typing and data entry with more than a year experience in government services for AMER, TASHEEL, writing letters, and experience in educational affairs for the Ministry of Education website Manage documents and files in an organized and effective manner. Providing the necessary administrative support for daily operations in the office.

**Organization:** *GLINKS INTERNATIONAL services for study abroad - Dubai united emirates* | *10/02/2022 – 14/07/2022*

profession: associate counselor academic | Sales & Marketing

My work was in guiding students and discussing with them in choosing the university major in the appropriate university according to their academic grades, informing the students of their rights and duties, and assisting and guiding them in choosing the appropriate university both inside and outside the country, for example in Canada, Britain and others.

**Organization:** *EXECUTIVE SECRETARY AT ALMANASRA REAL ESTATE – TURKEY JULY/2019 – DEC/2019.*

Consisted of visiting real estate facilities, communicating with clients inside and outside of turkey, communicating with clients and discussing real estate projects with them, e-marketing, receiving phone calls and emails, printing written texts after editing them, and communicating with external and internal real estate.

**Organization:** *CONTENT WRITER -TURKEY JAN/2020 – JAN/2022 (CORONA PERIOD)* Remotely content writer, responsible for all stages of content production, starting from planning and formulating the idea, collecting information and investigation, through transforming the idea into a living organism in the form of text that is produced in written, readable or visual form, and ending with reviewing, proofreading, and publishing the content for websites belonging to companies and others such as: experts law firm and legal consultations.

**Organization:** *JOURNALIST -AT WORLD ECONOMIC JOURNAL – JEDDAH SAUDI ARABIA 2017 –2018*

Worked on writing articles and reports, verifying the validity of data, and conducting interviews with senior Saudi businessmen and discussing with them the role of the vibrant and diverse economy in developing promising industries, how to attract investments, providing growth opportunities for entrepreneurs, job opportunities for individuals, and a thriving economy in holding social, cultural and entertainment events. and sports to serve this country.

**Organization:** *EXECUTIVE SECRETARY & HUMAN RESOURCE -AT ALTAMAYYUZ TRANSLATION SPECIALISED OFFICE – Jeddah SAUDI ARABIA 01/2014 – 02/2017.*

my work was in communicating with clients who need legal translation work, marketing with law firms and insurance companies in translation, scheduling appointments and interviews, I also did marketing outside the office, receiving phone calls and emails, and communicating with companies inside and outside Saudi Arabia and to introduce the translation office to do legal translation work.

**Organization:** *English language teacher -at Jeel Saudi school –Saudi Arabia 12/2006 – 12/2007*

my work was Preparing and Teaching the English language lessons and appropriate way for students' level and helping students learn grammar and improve their English reading, writing, listening and speaking skills.

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### Education

. Bachelor degree in business administration system (system track) from Arab open university Jeddah- Saudi Arabia in 2013

. Cyber security diploma for one year accredited by Arab trainers and adviser's fez entrepreneurship association at king Saud university and mec for consultation & training in 2022, Saudi Arabia.

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### Computer knowledge

Word press & Data entry  
Fast Arabic & English Typewriting  
Internet & E-mail Application  
ICDL Certificate

### Skills

Time management  
Conflict resolution  
Leadership and team management

### Languages

Arabic  
English  
Turkey