


**Ms. NESRIN ARAB****Curriculum Vitae***Personal Information – NESRIN ARAB*

<b>Surname</b>	ARAB	
<b>Name</b>	NESRIN	
<b>Birth Date</b>	Syria – Aleppo (02-01-1990)	
<b>Address</b>	Qatar: Wakra City, Mob: +974 3373 6696 – 7403 8199 E-mail: nesrin909arab@gmail.com	
<b>Obtained Languages</b>	Arabic: Mother Tongue. English: (My 2 <sup>nd</sup> Language) <u>Understanding Grammar Translation Conversation</u> Good Good Good Average	
<b>Religion</b>	Muslim	
<b>Nationality</b>	Syrian	

**Educational Background**

– High School certificate (Literary section), Aleppo – Syria, academic year 2008.

**Educational Courses**

1. English course in Ihab Ramzi Center (Grammar & Conversation in 2017).
2. ICDL course in ACAD institute Aleppo in 2010.
3. MS Office 2003 in ACAD institute Aleppo in 2010.
4. Secretary & Accounts training in the Technical Institute Aleppo in 2009.
5. International Diploma in Nursing Assistant from Philippine International Institute in Qatar (Apr-2023)

**Computer Skills**

- Windows 10 (Very Good)
- MS Word (Very Good)
- MS Outlook (Good)
- Internet (Very Good)

**Practical & Personal Skills**

- Good communication skills & the ability to develop my tools to achieve the new tasks
- Working under the pressure with the teamwork.
- Ability to work as Nurse , Teacher, secretary, public relation officer, Conference presenter, call center, marketing officer.

## **Experiences**

- **(July-2008 to Aug-2009): I was working as office secretary in training center in Aleppo-Syria, that center was for training the students for primary & High School certificates. My duties were: making the coordination with teachers, preparing the lessons schedules & Preparing weekly/monthly reports.**
- **(Sep-2009 to Jun-2010): I was working as a general teacher (grade 1 & 2) in government Primary schools in Aleppo-Syria.**
- **(Feb-2018 to June 2020); Working as a teacher in several schools in Qatar.**
- **Nursing Internship at Doha Clinic Hospital (May-2023 to June-2023)**

**End of Curriculum Vitae**