

Curriculum Vitae

Personal

Name	Amna Alhashmi
Address	Dubai - United Arab Emirates
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Professional Summary

Psychology graduate with hands-on experience in administrative and support roles within fast-paced environments. Known for strong task organization, document control, and coordination. Seeking to leverage my experience to continue delivering high-impact support to operations teams.

Skills & Competencies

- Administrative Support
 - Communication
 - Document Handling
 - Team Collaboration
 - Scheduling & Calendar Management
 - Microsoft Office
 - Time Management
 - Arabic (Native), English (Fluent)
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Work Experience

(Oct 2024 – Aug 2025) **Administrative Officer**
Al Nabooda Automobiles

- Handled invoicing, claims, and reports for management.
- Supported departments with core admin tasks.
- Contributed to achieving operational goals.

(June 2024 - Oct 2024) **Administrative Assistant**
Al Nabooda Automobiles

- Assisted in daily reporting and ad hoc admin duties.
- Coordinated with management on assigned tasks.

(Nov 2023 - June 2024) **Service Support**
Al Nabooda Automobiles

- Rotated across admin, reception, and marketing.
 - Delivered support to various department heads.
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Education and Qualifications

(June 2018 - May 2023) **BACHELOR in Psychology**
Zayed University

- Focus on human behavior, cognitive processes, and behavioral analysis.
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Training & Courses

- Responding to Unreasonable Customer Demands – 2025
- Assistant Teacher Training – 2022
- Innovation & Creativity in the Workplace – 2022
- Excel Achievers Workshop – 2022
- Entrepreneurship Program: Business Model – 2021