

# SALMA ALHILALI

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- LinkedIn Profile

## Professional Summary

Biotechnology graduate and Health & Safety Executive with 4+ years' UAE experience in food safety, inspections, and regulatory compliance. Strong background in teaching Biology, Science, and English. Skilled in audits, documentation, training, and administration. Currently working as an Events Organizer at Soul Advertising while pursuing career opportunities in food safety.

## Work Experience

### **Events Organizer - Soul Advertising, UAE** — Full-time (June 2025 – Present)

- Managing and coordinating advertising events and client campaigns.
- Supporting project planning, promotions, and team coordination.

### **Visa Processing Officer - Fly Middleton Documents Clearing Services, UAE** — Full-time (July 2024 – May 2025)

- Managed visa applications for UAE residents, ensuring accurate documentation and coordination with embassies and visa application centers.

### **Health and Safety Executive - Union Coop, UAE** — Full-time (October 2021 – August 2023)

- Ensured compliance with health and safety standards and Dubai Municipality regulations.
- Conducted food safety audits, internal inspections, and trained staff on hygiene standards.
- Developed and implemented HACCP manual and conducted risk assessments.
- Maintained reports including pest control, corrective actions, and compliance logs.
- Liaised with third-party companies and government agencies for regulatory compliance.

### **Science and English Teacher - Private Tutoring, UAE** — Freelance / Part-time (August 2019 – Present)

- Tutored students in IGCSE and high school curricula focusing on Biology, Science, and English.
- Designed personalized lesson plans and assessments.
- Helped students improve grades and pass standardized exams, supported ESL learners with grammar, reading, and writing skills.

### **Events Organizer & Promoter - Soul Advertising / Hafla, UAE** — Freelance (November 2023 – May 2024)

- Organized events and guest coordination.

### **Collaborator - Sharjah Children's Reading Festival (SCRF), UAE** — Part-time (May 2021)

- Supported event planning and assisted in on-site coordination.

### **Chemist - Alfa Labs, Egypt** — Full-time (January 2021 – March 2021)

- Performed chemical analysis for medical diagnostics and ensured compliance with laboratory protocols and quality standards.

### **Receptionist – Exhibitor Services - Sharjah International Book Fair (SIBF), UAE** — Part-time (November 2020)

- Coordinated exhibitor check-ins, handled inquiries, and provided administrative assistance.

### **Research Assistant - QCAP, Metalab Diagnostic Laboratories, Egypt** — Part-time (August 2018 – June 2019)

- Assisted in laboratory testing and preparation of scientific documentation.

## **Education**

Bachelor of Science in Biotechnology

Modern Sciences and Arts University (MSA) / University of Greenwich, UK (2015 – 2019). GPA: 3.04 (Very Good)

IGCSE Diploma

The Westminster School, Dubai, UAE (2001 – 2015)

## **Skills & Certifications**

Visa and Document Processing | Food Safety & HACCP Compliance | Teaching (Biology, Science, English) | Risk Assessment & Audit Reporting | Communication & Presentation | MS Office Suite | Regulatory Compliance (UAE Standards) | Multitasking and Attention to Detail | Plant Tissue Culture Techniques | Biosafety Certifications: Advanced Level PIC (Dubai Municipality), First Aid, USDA Conference on Nutrition and Food Safety (2022), Optical Microscopy and Imaging Systems, Practical Approach to Cell Culture Technology, Using DNA in Criminal Investigation

## **Languages**

Arabic: Native | English: Near-native fluency