

Curriculum Vitae

Dubai, UAE

Sarah Ziad El Mouradi

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Personal Information:

Name: Sarah Ziad El Mouradi

Date of Birth: February 24th, 1995

Contact number: +971561057653

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Marital Status: Single

Nationality: Lebanese

Language: - Arabic (native)

- English (fluent written & spoken)

Objective:

- Become more involved in the workforce, to gain more knowledge, experience and enhance my professional skills.

Educational Qualifications:

- 2007-2013

High school certificate, Al-Mawakeb School, Dubai.

- 2013-2017

University of Sharjah

Bachelor of Arts: General Mass Communication in English (American Cert.); major in communications, minor in business.

Experience:

UOS Times – University of Sharjah, College of Communications 2014- 2016

Journalist

- Wrote articles for department's official magazine that were published

Dubai International Financial Centre (DIFC)- Human Resource June 2017

- Creating and designing newsletters
- Writing articles for the company's newsletter

Professional Skills

- Photography
- Videography
- Ability to work well in a team
- Possesses verbal and literary communication skills
- Punctual and able to work under deadlines
- Reliable and hardworking
- Organized and friendly
- Pro-active
- Handling responsibilities and working under pressure within the team work
- Accurate, efficient, and detail oriented
- Capable of analyzing and solving problems
- Event planning

Technical Skills

- Proficient in Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe AfterEffects.
- Knowledge of standard Microsoft operating systems like Word, PowerPoint, Excel, and Outlook.
- Basic knowledge of Adobe Premiere, Adobe Dreamweaver CC, and Final Cut Pro.