

Aaya Al Hammadi

Aspiring Program Officer

Dubai, United Arab Emirates - www.linkedin.com/in/aaya - 0503060066 - aayaalhammadi@gmail.com

Politically-aware and socially driven professional with experience in recruitment, research, and public sector support. Skilled in working with diverse stakeholders and sensitive topics, with a strong interest in education, community development, and programs that support women and children.

AREAS OF EXPERTISE

- Program Support & Coordination
- Research & Data Analysis
- National & International Recruitment
- Event Planning & Public Outreach
- Client Relationship Management
- Humanitarian & Gender-Based Issues
- Reporting & Documentation
- Cross-Cultural Communication

PROFESSIONAL EXPERIENCE

Graduate Trainee

Gargash Enterprises – Dubai, UAE

Jan 2024 – May 2024

- Managed client database and contact information
- Coordinating deliveries such as vehicles and office supplies and daily vehicle inventory
- Gained experience in administrative coordination and client support within a stable corporate setting
- Worked closely with a supportive manager in a diverse team environment

Recruiter

TASC Outsourcing – Dubai, UAE

May 2023 – Jan 2024

- Managed recruitment for national and international markets, including KSA, India, US, and Europe
- Filled permanent and contractual roles across IT, Engineering, and Customer Service sectors
- Worked closely with clients like Etisalat and Emirates Airlines under tight deadlines
- Organized and attended career fairs and government events such as; Tawdheef
- Collaborated with colleagues and hiring managers to meet complex staffing needs
- Identified non-traditional platforms such as Discord to source hard-to-find candidates, improving pipeline diversity and reach

Intern – Human Trafficking & Public Relations Unit

Dubai Police HQ – Dubai, UAE

Aug 2022 – Nov 2022

- Conducted research on the challenges faced by trafficking victims, especially women and children
- Supported report writing, background checks, and crime data analysis
- Worked under strict confidentiality agreements due to sensitive nature of the cases
- Gained first hand exposure to public sector processes and humanitarian policy issues

Summer Intern – Customer Service

Etisalat – Dubai, UAE

Summer 2014

- Assisted customers and promoted Etisalat products
- Developed early skills in client service, sales, and face-to-face communication

EDUCATION

UNITED ARAB EMIRATES UNIVERSITY

BA International Relations - Minor in Journalism & English Literature - 3.3 GPA

ADDITIONAL CERTIFICATIONS

- **UNIVERSITY OF CAMBRIDGE** International Skills in IT
- **International Language Web Center:** Photoshop, Flash, Dreamweaver and Computer Science Training.