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Fatima Mirza Hassan Ali

Personal Details:

Nationality: Bahraini
Date of Birth: November 27, 1988
Marital Status: divorced
CPR No: 881108472
Passport Number: 1137731



Objectives / Occupational Goal (Optional)

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|------------------------|--|
| Sep 2007 – 2011 | University of Bahrain Diploma of office management. |
| 2004 – 2007 | Omima Bent Al Noman School Secondary Commercial Gils. |
| 2000 – 2004 | Zainab Middle School for Gils. |
| 1994 – 2000 | Karrana primary School for Gils. |

Interests, Hobbies & Activities:

- ❖ Sport
- ❖ Reading
- ❖ Writing
- ❖ I can speak and write in English and Arabic.
- ❖ I can type in an excellent manner in Arabic and English.
- ❖ I can to deal with the computer programmes in a number of roses and power point and Excel and the Internet.
- ❖ I can use copy machines.

Additional Skills

- I studied at the University of Delmon English language course but did not complete the rest of the lesson and did not get a certificate by the University on 03. April 2007.
- I take training course from BIET from 20 sep.2011 to 05 oct.2011

Experience

- ❖ SECRETARY
- ❖ HR
- ❖ ACCOUNTING
- ❖ CUSTOMER SERVICES
- ❖ CALL CENTER
- ❖ FILING

| DATE | COMPANY NAME | JOB TIELE |
|-------------------------------------|--------------------------|--|
| 17 January 2011 to 17 March 2011 | Batelco | Call center 181 |
| 1 August 2011 to 22 September 2011. | Ministry of health | Secretary |
| 2 January 2012 to 31 December 2014 | Jassim Trading CO S.P.C | Customer services, accounting, filing & reception |
| 13 April 2015 to 14 May 2015 | Almanhal water factory | Customer service agent |
| 09 April 2017 to 08 April 2021 | The loft general trading | Sales and cashier |
| 14 April 2021 to 7 July 2022 | M S GENERAL TRADING | General accounting / HR / Reception / IT / Secretary |