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|  | | |  | Mona Zaid Ali |
| Career Summary & Objective:To seek challenging assignments and responsibility, with an opportunity for growth and career advancement as successful achievements. To succeed in an environment of growth and excellence to obtain a position in a company that allows me to use enhance my communication, leadership, and problem-solving skills to carry out duties in areas such as recruitment, policy implementation, and employee relations. Education & Experience:  **Khawla secondary girls’ school 2013, I have a certificate of good conduct and behavior.**  **A good knowledge about. Bahrain labor law.**  **Worked for the capital furniture corporation for two years as a receptionist and secretarial employee, helping customers, giving customers information about products & services, taking orders and process returns, checking bill mistakes (2013 – 2015).**  **Worked in the Golden Label Company in 2016 as a secretary and customer service.**  **Skills:**  Leadership:  Good StarStarStar  Time Management:  Excellent StarStarStarStarStar  Problem Solving:  Very Good StarStarStarStar  Computer skills:  Excellent StarStarStarStarStar  Numeracy skills:  Very Good StarStarStarStar |
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|  |  | Married – Mother for two kids . |
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