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| • SUL TA NA TE OF OMA N, AL- Seeb• |
| • MOBI LE **+ 968 98903050** •  •E-MAIL: [**A 9 N 4 S 11 @ L IVE. COM** ,](mailto:a9n4s11@live.com) Or**ABOORY 9999 @ GMAIL. COM •** |

**A B E E R \_ AL J A H W A R I**

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| **PERSONAL INFORMATION** |
| * **Marital status:** Single * **Nationality:** Omani * **Sex:** Female * **DoB**: 4th September 1989 |

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| **ME IN BREIF:** |
| I have started my career in 2010 as an OJT trainee with **OmanTel, Ooredoo, and Ministry of Education.** I am currently working as a Data Entry Operator with **GOLDEN CROWN JEWELLERY L.L.C** Muscat. I am aiming to achieve a remarkable presence in the organization with innovative ideas, hard work, sincere, without sacrificing human values, enjoy the challenge of new situation and expect to make a positive contribution to the organization by taking the job with a great responsibility. Now I finished Diploma degree  in Accounting and Finance from Middle East College. |

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| **JOB RELATED SKILLS** |
| * Computer (Oracle, Microsoft Office, Internet & Email services). * Team Building Skills. * Good organizational skills. * Interpersonal Skills * Problems Solving * Fast learner. * Self-motivated to learn new technologies. * Hard working nature. |

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| **Professional work experience** | |
| 17thNov. 11 to  Present | **GOLDEN CROWN JEWELLERY L.L.C*,*** Oman, Muscat  **Data Entry Operator**  **My job profile is including the followings:**   * Insert customer and account data by inputting text based and numerical information from source documents within time limits * Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry * Review data for deficiencies or errors, correct any incompatibilities if possible and check output * Apply data program techniques and procedures * Generate reports, store completed work in designated locations and perform backup operations * Keep information confidential * Make many types of vouchers (payment, receipt, purchase, sales, etc.) * Collecting gold and cash from salesmen and customers. |

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| **QUALIFICATIONS** | |
| 2017  2014 | **Meddle East College**, Oman, Muscat  ***Diploma - Accounting and Finance (With CGPA: 4) Distinction***  **(Waljat Colleges of Applied Sciences)**, Oman, Muscat  ***Diploma in Engineering - Electronics & Communication*** |

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| **OJT TRAINING ATTENDED:** | |
| 22 Sep. 11 to  16 Nov. 11  9 July 11 to  31 July 11  3 July10 to 23  Aug. 10 | **Ministry of Education - Directorate of IT,**Oman, Muscat  ***OJT Trainee – IT***  **Omani Qatari Telecom. Company (Ooredoo) of IT,**Oman, Muscat  ***OJT Trainee - IT***  **OmanTel,**Oman, Muscat  ***OJT Trainee - IT*** |

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| **LANGUAGES** |
| **Arabic:** Excellent in reading, writing, and speaking  **English:** Good in reading, writing, and speaking |

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| **INTERESTS AND ACTIVITIES** |
| * Reading * Writing * Travelling * Walking |

**END OF RESUME**