

CURRICULUM VITAA

PERSONAL INFORMATION:

Name: Fatema jaffer Abdullah Almutaqawi
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Nationality: Bahraini
Date of Birth: 16- September 1995
Marital Status: single
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CAREER OBJECTIVE:

A fresh graduate of a bachelor of accounting looking for a right opportunity, my aim is to develop myself and benefit your company through the experience will be gained to achieve the objective of the organization.

ACADEMIC QUALIFICATIONS:

Jan 2019-march2019 Berlitz English center level 3 certificate.

Sep2013-2018 B.sc in accounting- Economics.

Sep 2010-2013 Secondary school certificate, Alshurooq secondary school, commercial stream.

EXPERIENCE:

Training program:

Pure support Electronics.

Period: July 2018- September 2018

Responsibilities:

- . Bank reconciliation
- . Handling petty cash report
- . Create customer invoices and follow up with payment.
- . Entering vendor bill for multi expenses in the system.

SKILLS:

○ LANGUAGES:

- Arabic Fluent written & spoken
- English Very good written & spoken

○ COMPUTER SKILLS:

- Computer Skills
- MS Office (Word, Excel, Power Point, Access)

○ PERSONAL SKILLS:

- Creative.
- Able to work under pressure.
- Enjoy working with teams or as individual.

INTEREST:

- Participating in charitable and social work.
- Watching films.
- Reading novels.