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### Objectives:

Seeking a challenging career in the Telecom, software and computer related fields. To active participate in planning, analysis and development to the organizational growth with its maximum efficiency, effectiveness.

### Education

2007 - March, 2011 : Bachelor of Science Information Technology (IT) Birla Institute of Technology (Deemed University) India, Bahrain C.G.P.A. 3.48.

Oct, 2018 – Dec, 2018 : Oracle - Certified Associate (OCA) - PL/SQL Developer in Genetech Training & Development.

July, 2018 – Aug, 2018 : Microsoft Office Specialist 2013 (Word, Excel, PowerPoint & Outlook) in Regal Gulf Training Centre (RGTC).

Nov, 2016 – Aug, 2017 : Direct English courses: (Level 2.2 to Level 4.1) Training English language In Tylos Human Development (THD).

2017-Jan 2018 : CoralDraw X8 Graphics Suite 2017 – 2018 (Training program on Design).

2004 - 2007 : Secondary Certification (Science) Jidhafs Secondary Girls School.

### Experiences

**March 2018 – May 2018 :** Sanad Engineering (Office) Administrative Coordinator & Assistant Manager. Full time

**Dec 2017 – Feb 2018** : Tadawul Real State (Office) Management, Secretary, Public Relations. Full time

**Sep 2017 – Nov 2017** : Perfection Training Centre (PTC), (Manager): Administrative Director in United Tower, Bahrain Bay. Full time.

**Jan 2017 – Aug 2017** : Bed & Carpet Mall (Office) Customer Relations & coordinator. Part time.

**Sep 2011 – May 2012** : Administrative at the Institute (office) Registration, typing, printing, communication and more. Full time

**CoralDraw X8 Graphics Suite 2017**: Design, more professional than Photoshop.

**G Suite (Google Drive)**: Google Docs, Google Sheets, Google Slides and more.

**Microsoft Office 2017**

### Personal Skills

- Time management skills at work.
- Inquisitive and willing to learn.
- Strong analytical skills and Communication skills.
- Excellent interpersonal skills, including ability to communicate effectively.
- Fast in typing – have computer knowledge.
- Fluent in English & Arabic (Speaking, Writing and reading).

### Hobbies

- Travel.
- Reading.
- Writing.
- Photography.