

**Human Resources Manager
Manama, Kingdom of Bahrain**

Dear Sir/Madam,

Subject: Employment Opportunity

I would like to express my interest in seeking an employment opportunity that is relevant to my qualifications and job experience in your reputable organization.

Given the opportunity to join your organization, I will endeavor to give you every satisfaction in carrying out the duties and responsibilities entrusted to me with the best of my ability.

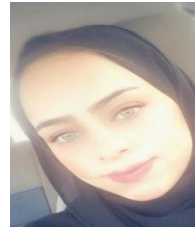
I have enclosed herewith my C.V. to be considered for a suitable appointment in your organization.

I look forward to your favorable reply.

Yours sincerely,

Ruqaya Abdulkarim

Curriculum Vitae
Ruqaya Abdulkarim Saleh
Email: Ruqaya93@live.com
Tel: 38198616



Objective

To obtain a full-time position in any suitable department in order to meet my capabilities and skills.

Personal Details

Date of Birth	:	2 nd July 1993
CPR No.	:	930702212
Nationality	:	Bahraini
Marital status	:	Married

Educational Qualifications

- **2008 – 2010** : Graduated from high school Al-Marafa Secondary Girls school

Work Experience

- **(2012)** : **Yousif Khalil Almoayyed** - reception

Skills

- Native in written and Spoken Arabic and English
- IT Skills: Have knowledge in MS – Windows & MS office.
- Ability to solve problems and obtaining solution.
- Working smoothly as a team with good communication skills.

Interest

Reading and Travelling.