

Batool Abdulla Hasan



Personal Information

Name: : Batool Abdulla Hasan
Nationality: : Bahraini
Date of Birth: : 30/9/1989
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Driving License: : Have it.

About me

Knowledgeable and passionate about administration and customer service Work. Hardworking and willing to learn more. Cooperative, active and good in solve the problems and take the decisions.

Education

2007_2011: Bachelor in Accounting & Finance from Gulf University with GPA: 3.36.

2006_2007: graduated from Omima Bent Alnoman Secondary School in "commercial" with Excellent grade.

Certificates

October 2019: Microsoft office Specialist Certificate (Office PowerPoint 2016).
November 2019: Microsoft Office Specialist Certificate (Office Excel 2016).
November 2019: Microsoft Office Specialist Certificate (Office Word 2016).
December 2019: Microsoft Office Specialist Certificate (Office Outlook 2016).

Computer Skills

- Ms. Office Programs: Perfect at (Word, Excel, Outlook and Power Point).
- Internet Explorer.

Languages

Arabic: Mother Language.

English: Perfect in "speaking, writing and reading".

Strengths

- Communication skills.
- Team working.
- Problem solving.
- Hard work.
- Willing to learn.
- work under pressure.

Experiences

- **Administrative employee at Education & Training Quality Authority From February 2013 Until 31 December 2019.**

Responsibilities:

Working as a supervisor in Administration work, and take all responsibilities of:

- Dealing with consultants.
- Dealing with Item Writers.
- Prepare the Contrast for Item writers.
- prepare the plan and distributing the markers.
- Dealing with markers.
- Register the grading for our consultants and markers.
- Prepare the payment for consultants and send it to finance department.
- Prepare the payment for markers and send it to finance department.
- Update Markers and consultants information using the computer system.
- Prepare for the meetings.
- Scheduling meetings.
- Registering the meeting minutes.
- Answering calls, taking messages and handling correspondence.

- **Training for 3 months at Electricity and Water Authority at Summer 2010.**

Responsibilities:

- Have a fast training for SAP program.
- Answering telephone calls.
- Dealing with telephone, email inquiries and taking messages.
- Maintaining diaries & arranging appointments.
- Filing.