

Curriculum Vitae

○ Personal details & Contact Information

Name: Rabab Ali Hassan Ahmed Abdulla Laith
Date of Birth: 25 December 1991
Nationality: Bahraini
Social state: Married
Address: Home 1565, Road 3449, Malkiya 1034 Bahrain
Telephone: (Mobile) 35301829-33057399
E-mail Address: rlaith25@gmail.com



○ Education

- **B.S.C in Accounting** from University of Bahrain, in 2014 with 2.99%.
- **Secondary School Certificate** from Al-Ahad Al-Zaher Secondary School, in 2009 with 90.1%.

○ Certificates

- **Foundations in Accountancy (FIA)** from Bahrain institute of banking and finance (BIBF), in 2014.
- **Youth Leadership Program** from Alba Toastmasters Club, in year 2009.
- **Economics around Me Program** from Injaz Bahrain, in year 2006.

○ Work Experiences

- **Accountant & HR**
 - At AlQoud Enterprise Group & Bahrain CSR Society, from 11July 2016 to 30 November 2019.
- **Accountant and Secretary:**
 - At Jamri Foundation, from 10 March 2015 to 16 July 2015.
- **Accountant and Administrative**
 - At Lamsat Ruqaya beauty salon, from 1 June 2014 to 31 October 2014.
- **Summer training:**
 - **Accountant** at ALmoayyed and sons's company (YK), from 1 July 2013 to 30 August 2013.
 - **Trainee in Corporation Service Office** at Alba Company, from 1 July 2009 to 30 July 2009.

○ Skills

- **Computer Skills:**
 - Microsoft office (Excel, Word, PowerPoint, Access, Outlook).
 - Peachtree. ▪ Adobe Photoshop ▪ QuickBooks ▪ illustrator
- **Interpersonal Skills:**
 - Teamwork, helping others, hard working, takes responsibility, Enthusiasm and Flexibility.
- **Additional Skills:**
 - Valid driving license.
- **Languages:**
 - Mother tongue –Arabic. ▪ Good in English.