



# Eman Hameed



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.com



Kingdom of Bahrain



Bahraini

## ACHIEVEMENTS

### Top 10 winners in Case Study

2018

Competition held in Oman between the GCC Universities. Obtained a position among the top 10 winners in the Business Ethics Case Study

### English Teacher in China

2017

Experienced independence in a foreign country speaking foreign language, teaching English in a mission to share our culture

### 95/100 in HSK 1 in Chinese

2015

Chinese test with score 99.1/100 course and 95/100 in the HSK certificate

## PROFILE

Highly motivated, hardworking and ambitious individual with professional experience in the industry. I have excellent communication skills, enabling me to effectively communicate with a wide range of people. Seeking a position to practice my knowledge and experience, to utilize my skills and potentials, and achieve professional growth while being resourceful, innovative, and flexible.



## EDUCATION

**HSK Level 1 Certificate in Chinese Proficiency Test** Confucius  
Institute Summer Camp Program/ Shanghai University (2015)

### Bachelor in Banking and Finance, Management

University of Bahrain  
GPA: 3.09, (2013 - 2018)

### Commercial Studies – High school Certificate

Jidhafs Secondary School  
Percentage: 93.7%, (2010 - 2013)



## EXPERIENCE

### QUALITY PROCESS COORDINATOR, ADMIN & RECEPTIONIST

Thinksmart for Development & Training W.L.L.  
(Oct 2018 – June 2020)

TS is a training center, a part of the GFB.

- Quality process coordinator, to make sure every document is ready and in its place.
- Internal and external admin; internally is for managing staff and documents plus dealing with Tamkeen and MOL. Externally is for purchasing and dealing with first aid kit and the health of the employees
- Receptionist, dealing with the incoming calls and deliveries.

### CALL CENTER REPRESENTATIVE

Zain Bahrain  
(May 2018 – July 2018)

- Communicating with customers and supporting them to resolve their problems. Interact with Systems, verify transactions and Identify issues

## MOST PROUD OF

### Courage & Persistence

Able to challenge myself in spending 2 months away from my family part of AIESEC program

## STRENGTHS

Communication Stress

Management Fast

Learner Resilience

Enthusiasm

Time Management

## COMPUTER SKILLS

Windows 7, 8, 10

Microsoft Office 365

Fast Typing

SharePoint

## LANGUAGES

Chinese Basics

English Fluent

Arabic Native

## HOBBIES



## EXPERIENCE CONTINUED

### English Teacher

AIESEC

(Sept 2017 – Oct 2017)

AIESEC training program where I was selected to travel to China to participate in teaching English language and interacting with different nationalities to spread our culture and represent our country:

- Volunteering to be an English teacher in China.
- Teaching in Kindergarten and Schools gave the prop to have a strong personality.
- Great experience to know how to live on my own outside my country and to work at the same time.

### Sales Accountant

BAPCO, Bahrain

(July 2017 – Sept 2017)

- University Trainee
- Gained many soft and hard skills
- Doing retail sales invoice, Input distribution and gas sales invoice, etc.
- Earned Bapco certificate

### Accountant

Bahrain Maintenance & Diving Services

(June 2016 – Aug 2016)

- Fill in for an employee.
- Gained skills towards teamwork, doing transactions, deal with loans, salaries, budgets and much more.



## REFERENCES

REFERENCES AVAILABLE UPON REQUEST.