



# NEBRAS ABDULLAH ALSHAIKH

 29.12.1996

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## PROFILE

I am a hard working individual who is helpful, polite and always willing to learn new skills. I am able to work well both in a team environment as well as using own initiative.I like to set myself goals which I will achieve

## EDUCATION

- 2014 - 2019

**University of Bahrain**  
B .Sc. in Banking and finance – MINOR – Accounting
- 2013 - 2014

**Ghazi Alqosaibi Girls Secondary School**  
Secondary certificate
- 06.2013 - 07.2013

**Quadrat E-Citizen Training**  
microsoft programs (Excel - Word)

## EXPERIENCE

- 03.2019 - 05.2019

**Ministry Of Health**  
finance department - cash and revenue  
**Responsibilities:**
  - Making sub accounts
  - Making invoices for hospitals
  - Making letters for overseas patients
  - Arranging documents in file

## SKILLS

- ✓ Good communication - written and oral skills
- ✓ Good team work
- ✓ Time Management
- ✓ Computer skills

## SOFTWARE SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint

## PERSONALITY

- ✓ Punctuality

✓ Hard working
- ✓ Trust worthy

✓ Organized

## LANGUAGES

- Arabic
- English

## HOBBY

