

Sara Hasan Saad Mohamed Al-Doseri

Nationality :Bahrain

CPR NO : 930607180

Date of Birth: 10th June 1993

Marital status: Married

Contact number: 32208154 39236175

Address: House 541, Road - 1402, Block 814

Driving license : Yes

Language : English and Arabic



Objective

To secure a challenging position in a fast growing management environment where I will have the opportunity to utilize my experience, abilities and qualifications.

Education

AL-MARIFA HIGH SCHOOL - BUSINESS (2008 - 2011)

Skills & Abilities

- Computer knowledge - ms word, outlook and internet.
- Ready to work under pressure.
- Communication and dealing with customers and clients.
- Hard worker and organized .
- Fast learner and always eager to learn

Experience

COURSE TRAINING IN BUS COMPANY (3 WEEKS)

- Assisting with the day to day operations of the HR admin department.
- Ensuring all paperwork received is scanned and stored both electronically and on the employee's paper file.
- Managing sickness records and overall sickness administration of the company.

- Prioritizing and managing own workload without supervision.
- Handling staff enquiries on a daily basis.
- Ensuring that all HR processes and procedures are properly followed.

COURSE TRAINING IN VIVA TELECOM (ONE MONTH)

- Updating customer data.
- Arranging meetings for top management.
- Following up with emails.