

# Curriculum Vitae



**Mariam Murad Khan  
Hayat**

## **CONTACT**



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## **PERSONAL SKILLS**

- Teamwork
- Communication
- Flexibility
- Time management
- Organization

## **PERSONAL INFORMATION**

**Date of Birth:** June 14,1997

**Nationality:** Bahraini

**Marital Status:** Single

**Address:** Muharraaq-Busaiteen  
Kingdome of Bahrain

## **CAREER OBJECTIVE**

I aspire to develop to my knowledge with different of experience. Able to engage with customers in a friendly manner, while maintaining polite professional. To work in a challenging environment, extremely motivated to constantly develop my skills and grow professionally.

### ❖ **EDUCATION**

- Edrak Training Center (NCFE) (2019)
- ALGhad Training Institute (ICDL) program (2018)
- High School (Muharraaq Secondary Girls School) 2014-2016

### ❖ **LANGUAGES**

- Arabic (Fluent)
- English (Fluent)
- Urdu/Hindi ( speaking only )

### ❖ **Work Experience**

- (One year experience) as sales person: My responsibilities engaged in interacting with clients and providing them with information on the products and the services the company provides.
- Worked as receptionist: I've did all the administrative duties including answering phone calls, greeting clients, and overseeing the office budget and entering office and clients information in the company system.
- Three week training in AL-Rashid groups: in my training I learnt about customer behavior and also had opportunity to work as a team.

### ❖ **Computer Skills**

- ICDL Certificate holder
- Microsoft Office suite
- Networking by internet