

Curriculum Vitae

Noora Hassan Sulaiman

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Date of Birth : 23 Of August 1995 - Martial state : Single

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Objective

To be a part of the Administration team and to be fully focused on the customer and responsive to him , It is motivated to use my business management skills .Getting a career in a challenging environment is my goal to highlight my conceptual skills .

Educational Qualification

- (2019-2020) A course in General English from British Council.
- (2017- 2018) A course in intermediate spoken English with Grade (A).
- (2016-2017) Bachelors Degree in Business Administration .
- (2010-2013) West Riffa Secondary Girl School (Science and Mathematics) .

Work Experience

- (22 May - 7 July 2016) Trained in the Southern Area Municipality in Human Resources and Administrative Services Section .
- (2011-2012) Trained in the Ministry of Education Planning Department At a rate of 60 hours .
- (2010-2011) A course in Injaz Bahrain (Banks In Action Program) at West Riffa Secondary School .
- (12 February 2019) Worked as a Volunteer for the Sports Day .
- (2018 , 2019) Worked as an Organizer Of The Gulf Air Grand Prize For Formula 1 .

Language

- Arabic (Mother Language)
- English

Computer Skills

- Microsoft Office
- Microsoft Windows
- Data Base
- Typing Skills

Reference

Available upon Request