

Sara Mohamed Jassim Khalfan  
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### Personal Information

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CPR No: 890309191  
Marital status: Married  
Address: House 2468A Road 363 Block 903 Riffa

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### Education

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- University of Bahrain
  - B.sc Business Management (2010 – 2016)
  - Associate Diploma in Commercial Studies (2007 - 2010)
- High School Specializing in Commerce
  - Al Estiqlal Secondary School (2004-2007)

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### Certificate

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(2010)Certificate attendance of symposium4 "IT GOES GREEN"  
(2017)Certificate of English course level 3 from berlitz institute  
(2017) certificate of ICDL from al hadeeth institute.

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### Training & Experience

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- Solidarity Insurance Company:  
(2018 - Till present) as a Customer Service.
- University of Bahrain:  
(2011 - 2013) in students affairs Department as assistant secretary.
- The Pension Fund Commission:  
(March - June 2010) as an accountant.

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### Skills

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Perfect user of Microsoft Office applications including Word, Excel and Power point.  
Adapt to the demands of the job, including new challenges and work environment.  
Good Commands of spoken and written Arabic and English.