

## PERSONAL INFORMATION

**Name and Surname:** Eman Sayed Jaffar Mohammed.

**CPR Number:** 950604259

**Address:** House:1560, Road:5157, Block:551  
Al-Qurrayah

**Date of Birth:** 14.06.1995

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**Objective:** Seeking the position of an Accountant, to utilize my previous experience, skills and knowledge I have gained to benefit your company.



## EDUCATION

- **2013 – 2018** University of Bahrain Major: Bachelor in Accounting
- **2010 – 2013** Al-Shurooq Secondary Girls School (Grade A)
- **2001 – 2010** Al-Budaiya Primary Intermediate Girls School (Grade A)

## Courses

- **English Business Course** Millennium Training Centre
- **International Computer Driving License** Delmon Academy

## EXPERIENCE

**03.2018 - 04.2018**

**Accountant**

Two months training in BKIC where I had learned how to generate statements of accounts, generate debit and credit notes (invoices), scanning, sending e-mail, writing letters and contacting other individuals using lots of communication skills.

**01.2019 - Until now**

**Working in Dynamic Structures as a Front Desk Coordinator**

- Responsible for making, receiving and transferring calls.
- Handling incoming and outgoing mail and correspondence.
- Writing Arabic messages, letters and rewrite meeting notes of the Managing Director.
- Organizing meetings.
- Organizing trips for guests from outside Bahrain in terms of applying visa, Hala Bahrain services and Hotel booking.

- *Applying for Bahraini Visa and Saudi Visa and insert all details in excel sheet.*
- *Finding suitable employees when there is a job vacancy, in terms of advertising a job vacancy in the newspaper or online, then select the best experienced person that fit with the company requirement, contact them and determine the appropriate interview dates.*
- *Follow-up of new tenders and looking for updates on previous/old tenders.*
- *Cooperate with employees as a team to accomplish the needed results in team.*
- *Tracking the company shipments.*
- *Sending fax.*

## SKILLS

- *Effectively able to use Microsoft office programs (ICDL Certificate).*
- *Good communication skills, good listener and able to convey a message clearly.*
- *Time management, I can control the time spent on some activities to increase effectiveness or productivity.*
- *Effectively collaborative person, who can work under pressure.*
- *Ability and desire to learn new skills and improve existing capabilities.*

## HOBBIES

- **Reading books**, including Anthony Horowitz, Agatha Christie, Fyodor Dostoevsky.
- **Walking**, 3 kilometers of walking.