

OBJECTIVE:

To be part of reputed organization which provides a steady career growth along with job satisfaction, challenges and give value contribution in the success of organization.

PESSONAL INFORMATION

Name : Batool Abdulla Mohamed
Nationality : Bahraini
Date of Birth : 1st December, 1990
Age : 28 years
Gender : Female
Marital Status : single
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**EDCAUTION**

UNIVERSITY OF BAHRAIN

2008 - 2014 Bachelor of Business
Majoring in Banking and Finance

ISA TOWN SECONDARY COMMERCIAL GRIL SCHOOL

2005-2008 Certification/ Diploma
High school Diploma

CERTIFICATION

ALGHAD TRAINING INSTITUTE

2016 Course in General English
Level 3

EXPERINSE

MINISTRY OF EDUCATION

July – August 2014

Training Course

❖ Main gained skills and objectives:

- Verify data and calculation of tenders.
- Making reports related to tenders and writing Correspondence.
- Greeted the department visitors and answer their queries.

LANGUAGES

Arabic Fluent written and spoken

English Very Good Written and spoken

SKILLS

❖ Computer Application:

- Eview
- Microsoft Office: MS Word, MS PowerPoint, MS Excel, MS Access

❖ Personal Skills:

- Ability to work as part of a team
- Good communication skills
- Fast learner
- Ability to work under pressure

INTEREST

- Reading
- Learning Languages
- Working on PC and using interne
- Traveling