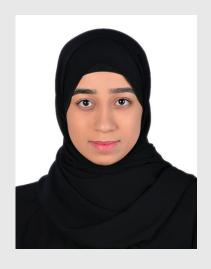
Noor Ali Aldurazi



PERSONAL INFO.

Address:

House 744 Road 4029 Block 540 Northern Governate.

Nationality:

Bahraini

Phone:

+973 36598773

Email:

nony96@live.com

LANGUAGES

Arabic

English

PERSONALITY

- Punctuality
- Creativity
- Organized
- Communicative
- Optimistic

PERSONAL STATEMENT

Fresh graduate with high quality of interpersonal skills. Has the ability to deal with customers because of my experience in Credimax as I was calling customers to tell them about the new feature in the application. I am looking to increase my experience by working at your institute.

EDUCATION

2013 - 2018

B.Sc. Banking&Finance – Accounting.

University of Bahrain

GPA: 3.55

2010 - 2013

Secondary certificate – Commercial. Alshurooq Secondary Girls School

WORK EXPERIENCE

02/2019 - Current

Assistant teacher

Al-Semat Kindergarten

03/2018 - 04/2018

Trainee at back office

Credimax

- Preparing block statements.
- Closing accounts.
- Checking customer's information.
- Calling customers.

CERTIFICATES

Certificate of Excellent achievement in English Level 2 from Berlitz, November 2018.

SKILLS

- Good communication skills.
- Excellent time management
- · Effective interpersonal skills
- Team player
- Able to work under-pressure

SOFTWARE

- Excellent command of Microsoft Office (Word, Excel, PowerPoint).
- Fully capable in using Internet.
- Good in using Adobe Photoshop.

