

## CURRICULUM VITAE C.V

### Career Objective

I'm presenting this resume to gain a experience and a fall time job considering my work experiences back ground.

### Personal information:

**Name:** HANA MOHAMMED ALLA JABO SULIMAN

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**DATE OF BIRTH:** 4<sup>ST</sup> OF AUG 1992

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### EDUCATION QUALIFICATION:

- University of Bahrain \_ BA. IN Tourism (managing tourist companies)
- Saar secondary school

### KEY SKILLS:

- Microsoft office
- Computer skills
- communication skills
- Social media
- Search for information on the internet and different media
- Telephone technique
- Driving license
- Driven to learn New things

### LANGUAGES:

- Arabic-native language.
- English (Acceptable).

**IT SKILLS:** • Microsoft Office Word, PowerPoint, and Excel .

### EMPLOYMENT HISTORY:

- February 2015- data entry in Ansar Galley

### Training

- Training In Saber Program In Dadabhai Travel.
- Anjaz AL Bahrain (Action programme – Company program ).
- Training In Al - Badil Center for Training and Development (The art of selling).
- Training In Sale department, HR department ,customer service in Lagouna Beach hotel.

### HOBBIES:

- Computer and Internet for communication learning.
- Reading.