

# Sana Mukhtar Ahmed

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Nationality Bahraini  
CPR NO 870115480  
Marital Status Single  
Date of Birth 25/01/1987  
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## Objective

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To obtain a position that will allow me to utilize my skills, knowledge and willingness to learn in making an organization successful.

## Academic Qualifications

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<b>Bachelor of Accounting</b> GPA % 3.06	Bahrain Polytechnic	2010 - 2015
<b>Secondary Certificate</b> GPA % 81.03	West Riffa Secondary School	2002 - 2005

## Professional qualifications

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<b>Associate, Life management institute (ALMI)</b>	TAG-Training	10/2018-12/2018
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## Experience

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<b>Internship - General Organization for Youth and Sport</b> ○ Physical Inventory count of fixed asset	03/2015 – 06/2015
<b>Arabic Teacher - Pakistan Urdu School</b>	2008 – 2010

## Certifications

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<b>Computerized Accounting(Tally ERP9)</b>	Global Institute	2017
<b>Diploma in Microsoft Office</b>	Cambridge Institute	2007
<b>English Language Certificate</b>	Bahrain British Council	2005

## Skills

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<b>Personal</b> Good Communications skills Time management Team work Presentation Skills Analytical and Research Skills	<b>Technical</b> Tally ERP 9 Peachtree Microsoft Office English and Arabic Typing	<b>Languages</b> Fluent in Arabic Fluent in English Urdu
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