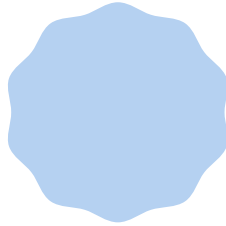


# NOORA



# ABDULLAH

ADMIN OFFICER



## PROFILE

Office coordinator, creative problem solver.  
Seeking challenging opportunity.  
Willing to work as individual or in a team.

## CONTACT

Kingdom of Bahrain, Isa Twon 705  
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## EXPERIENCE

### **Protect Security Services • 2015-Present**

Security officer at SMC- Manama then King Hamad Hospital- Mu, Solving on spot issues, Handling visitors, Dealing with daily security reports & coordination.

### **Kuwait Health Center • 2015/4 -2015/8**

Archive files, Data Entry & Appointment Booking.

### **AlGhareeb Medical Center • 2015/1-2015/3**

Office coordinator, Data Entry & Phone operator.



## PERSONAL INFORMATION

Date of Birth: 26/05/1992  
Nationality : Bahraini  
Status: Married

## EDUCATION

### **School Zaher Secondary Girls • 2012-2013**

Secondary Diploma

## SKILLS

Using MS Office  
Phone Operator  
Archive Files  
Visitors/Clients Handling  
Office Organisations  
Cooperative  
Flexible

## LANGUAGE

Arabic  
English