

# Curriculum Vitae

## **Personal Details**



Name: Fatima Abdul Ameer Saeed Marhoon

Nationality: Bahraini.

Date of Birth: 9<sup>th</sup> November 1987.

C.P.R Number: 871110342.

Marital Status: Married.

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## **Objective**

To work for an organization that will give me the opportunity to learn, develop and contribute to the organization.

## **Key Experience**

I have been study in Secondary Certificates Commerce School, and I gain good experience in Accounting, Marketing, Business Administration and Banking Finance in University of Bahrain after I finished studding the BS.C accounting. Also, I have good experience in using Computer and internet.

## **Educational Qualifications**

	University of Bahrain B.Sc in Accounting GPA 3.17/4.00	[2010 – 2005]
[2002 – 2005]	Al Noor Secondary School Secondary Certificates, Commerce GPA 95.1/100	

## **Work Experience**

Oct ,2011– 12 Jun, 2012] Working at Kumon as Office Assistant 26]

## **Training/summer jobs**

[1 March – 30 April, 2010]      Training course in Ministry of Health.

I have just worked there for two months and I learned very quickly. I worked in many departments like cash, insurance and account department. I learn how to use orcal program, making deposit, approve the order, dealing with files and making insurance for company.

## **Additional Skills**

- Computer Skills: MS Office and using internet.
- Interpersonal Skills: Have the ability to learn fast and work in any environment.
- Languages: Good command in spoken and written Arabic and English.

## **Interests and Activities**

- Surfing the Internet.
- Enjoy watching programs which will help me to increase my general knowledge.

## **References**

References provided on request.

Should You Require Any More Information Please Do Not Hesitate To Let Me Know,  
I Would Be Glad To Present Myself For Any Interview With You.