

Curriculum Vitae

Name: MUNEERA MUBARAK ABDULLA AI SUBALE

Address: Home :253, Road:213 bulk :902 West riffa

Personal Particulars

Date of Birth: **24 /April /1984**

Nationality: **Bahraini**

CPR No: **840407785**

Marital Status:

Telephone No: **39065395/**

E-mail: **muneera_84@hotmail.com**

- Own private car

Education Qualifications

- ❖ **Secondary School Certificate** - West Riffa High School (2008)
- ❖ **Diploma in Travel & Tourism Operations (DTTO)** – Bahrain Training Institute, Isa Town (2010)
- ❖ **Specialized in the following subjects:**
 1. Worldwide Destinations (WWD)
 2. Retail Travel Operations (RTO)
 3. Tour Operations (THO)
 4. Tourism Marketing & Promotion (TMP)
 5. Tourism and the Environment (TAE)
 6. Sabre Reservations System (SRS)
 7. Amadeus Reservations System (ARS)
 8. Galileo Reservations System (GRS)
 9. Oxford Tourism English Part 1 and 2 (DCL)

Diploma computer : ACCA ❖

Skills

- Proficiency in computer: Microsoft Office like word, excel and power point
- Excellence in dealing with team
- Calm and patient

Languages

- Arabic: Mother Tongue
- English: Good in speaking, reading and writing.
- Indian : Urdu

Interests

- Internet
- Watching English films, especially adventurous and family movies

Strengths

- Hard working and able to work extra hours
- Work under pressure
- Social with all people

Experience

Have experience in secretarial and work office.