



Mahmood Ali Merza Al-Hayki

Profile

Marital status: Single
Date of Birth: 22nd of June 1995
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Objective

My purpose of the work is to prove my skills, abilities, knowledge, and specialty on the work, to get work experience, and to be self-reliant and bear a responsibility.

Education and Qualifications

2014 – 2019 University of Bahrain

Bachelor of Accounting and Finance – GPA: 3.21

2013 Isa town secondary boys' school

High school certificate

Certificates:-

August 2017 National Society for the Support of Education and Training

Certificate of Passing Tutorial and Training Cycle Successfully Regarding improving various skills produced by professional lecturers and coaches

August 2015 Wellington College/London by Berkshire Training Services

Certificate of Completion Communication and Leadership Skills Course

Employment/ Work Experience:-

Jan. 15 - Feb 15 2017 Premotor Gulf Company

Accounting Department - Accountant Assistant

Jun. 30 - Aug 29 2019 AXA Insurance Company

Retail Claims Department – Under Training Period

Others:

March 2019	Brain Master Training Center
	Attending a Session Regarding "Value Added Tax in Bahrain"
Feb 2013	Injaz - Isa-Town Public Library
	Certificate of achieving community service course

Relevant Skills

- Attempt to improve quality work
- Performed general office duties and administrative tasks.
- Good knowledge of computer skills such as : (Microsoft Office (Excel, Power point, Word) - Adobe Acrobat *Online Marketing *Electronic Commerce)
- Time management
- Good communication skills
- **Mother Languages:** Arabic
- **Second Languages:** English (Fluent)

Relevant characteristics

*Adaptable	*Ambitious	*calm	*Capable
*Conscientious	*Cooperative	*Committed	*Enthusiastic
*Honest	*Independent	*Optimistic	*Motivated
*Well organized	*Work with pleasure feeling and achievement	*eager to learn new things	

Interests and Hobbies

- *Traveling and learning new cultures
- *Sports: football, swimming and gym
- *Social Networking
- *Browsing business websites
- *Gathering funds of family and friends

Reference

Available upon request