

CURRICULUM VITAE

Huda Mohammed Jawad Abdullah

Address: H: 1361, R.3340, B.734 – A'ali–Bahrain

Mobile numbers: 0097333926996 – 0097336330905

E-mail: hudamohdjawad@gmail.com

Personal Data:

- C.P.R: 880903805
- Date of birth: 03/09/1988
- Nationality: Bahraini



Objective:

To work with diligence, with honesty and loyalty, apply to the best of my abilities and endeavor to meet excel in the responsibility entrusted to by my employer.

Education Qualification:

- **2010** University of Bahrain/ Associate Diploma in Office Management (ASDOM).
- **2006** Al-Noor Secondary School- Commercial Certificate.

Job Experience:

- **(One Month 2009)** Sales in Mawahib Library.
- **(Nov 2011 to Jan 2012)** Sales in Wardt Al Batool Abya.
- **(30 of March 2013 Still now)** Sales in Canter for Student Services.
(Excellent experience for Six years at library student work and office).

Training Courses:

- **(Jul-Sep 2009)** Training in Electorally and Water Authority.
- **(October 2011)** Training in Kindergarten Anwar Alghadir
- **(May 2012)** Training in Kindergarten Gulf.

Interpersonal Skills:

- Able to work under pressure.
- Fast learning.
- I have license driver.
- Excellent in Microsoft office and computer skills.
- Fast typing in Arabic and English language.
- Designing using Photoshop.

Interests:

- Designing
- Imaging
- Computer

Language know:

- Good English
- Fluent Arabic

References:

References are furnished upon request.