

# MALAK HANI AHMED

Bahrain , North Governorate ,Saar 🏠

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## ABOUT ME

In general, I worked in customer service and also in offices, so I am good at dealing with others, computer services and offices, and I am interesting to learn more and develop according to the job.



## EDUCATION

**High School Diploma** | SAAR SECONDARY SCHOOL  
2018

In the secondary stage in the specialization of scientific materials and specifically (physics and-mathematics).

**Engineering** | UNIVERSITY OF BAHRAIN

I started studying at the university from 2018, and until now I am a student in instruments and control engineering



## EXPERIENCE

**Information entry** | AL KINDI SPECIALIST HOSPITAL  
JUN 2018 – JUN 2018

I have passed Serving on outside community it is from my best subjects in the school .

**Secretary** | REYNAERS  
JUL 2018 – AUG 2018

Lovely company ,really nice try it was a summer job .

**Math teacher** | PRIVATE TEACHER  
JUL 2018 – AUG 2018

I like my work as a private teacher in the afternoon for primary school students.

**Receptionist** | STATIONERY SHOP  
JUL 2019 – SEP 2019

The work included customer service and office services.



## SKILLS

- speak Arabic and English + photographer
- computer use + Microsoft Office
- Process improvement
- Report writing
- Positive learning process
- Customer Service

