

RESUME

Zainab Mirza Salman Ebrahim



Mobile: 33275372

Place and Date of Birth:	Bahrain 15 th November 1982
Nationality:	Bahraini
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Objectives

A Self-driven and goal oriented candidate seeking a position within your organization, to gain experience and further develop my skills. Familiar with a wide range of computer applications and a fast learner.

Education & Qualifications

23 rd Jan - 22 nd Feb 11	Bahrain institute of Banking and Finance Certificate in Money Exchange Program
15 th Jun 08 - 15 th March 09	Mena Business Service Medical Secretary
5 th Aug 08 - 9 th Dec 08	Xperts Training institute Practical English
2003	Cambridge Institute Advanced English
2000-2001	Gulf College of Hospitality & Tourism First Diploma in Travel & Tourism
1997-2000	Muharraaq Commercial Secondary School Secondary-Commercial
1997	Delmon Academy Introduction to MS-Windows / with credit

RESUME

Work Experience:

Nexton International Services *1st August 2017 to 31th January 2018*

[Public Relation Officer and Admin]

Responsibilities:

- ☐ Represents the company in government organizations and departments
- ☐ Dealing with government's institutions such as the Ministry of labor, the Ministry of Municipality , the Insurance (GOSI) , Labour Market Regulatory Authority (LMRA) and Ministry of Industry ,commerce and tourism (MOIC) .
- ☐ Typing official letters & handling the inspection of various departments at the Ministry of labor , the Ministry of Municipality and Labour Market Regulatory Authority
- ☐ Acting as an administrator at the Human resources Departments handling the following jobs: leave applications, signing in & out, resignations, termination, memos, warning letters, reports, overtime payments and insurance (GOSI).
- ☐ maintaining and updating information and news to management.
- ☐ Supervise, evaluate and assign work to assigned staff.
- ☐ Preparation and renewal of employees' contracts according to Bahrain labor law.
- ☐ Interview and interacts with job Candidates
- ☐ Preparing and handling the requisitions of stationery and office equipment.
- ☐ Perform other related duties, as assigned
- ☐

AMA International University Bahrain *30th December 2014 to 31th August 2015*

[Admission Staff]

Responsibilities:

- ☐ Secretarial Tasks.
- ☐ Receives appointments and calls; responds to telephone and email inquiries related to admissions procedures and policies.
- ☐ Providing information on application status in Personality and over the telephone.
- ☐ Inputting for information requests and retrieves admissions status data.
- ☐ Interview and interacts with students/parents, external education institutions, and University departments, or any enquiries through direct meetings, live chat, phone calls and emails.

RESUME

- ☐ Entering the new students data, enrollment documents, tracking the application documents, prepares forms and assists with application processing; enters all prospect and applicant data into computer database; updates records.
- ☐ Attracts students to the university by directing admissions strategies to students and parents and Participate in all enrolled events, fairs, information sessions, exhibitions, visits off-campus events.
- ☐ Maintain a database of student information, telephone logs and student feedbacks in order to generate student reports for management whenever required.

American foot and Ankle Center 26th May 14 to 30th December 2014(*Part Time and fix duration*)

[Caregiver Staff]

Responsibilities:

- ☐ Provision of personal care (Bathing, dressing, grooming, hair washing and necessary care for personal hygiene) Customer Service.
- ☐ Helping them go to the toilet and companionship and conversation.
- ☐ Establish positive relationships with children and parents.
- ☐ Maintain confidentiality over centre information and family information.
- ☐ Guide the children's to behavior appropriately.
- ☐ Act a resource and support to parents.

Bahrain Association for Parents and friends of disabled 5th April 14 to 25th may 14 (*Part Time*)

[Services Coordinator]

Responsibilities:

- ☐ Provision of personal care (Bathing, dressing, grooming, hair washing and necessary care for personal hygiene) Customer Service.
- ☐ Checking vital signs (sugar levels and blood pressure).
- ☐ Accompanying to medical appointments.
- ☐ Supplying medical equipment and supplies to person with a disability.
- ☐ Attend meetings, educational conferences, and training workshops and serve on committees.

RESUME

Danube Building Materials *1st Feb 07 - 12th Jan 08*

[Secretary & Human Resources Assistant]

Responsibilities:

- ☐ Secretarial Tasks.
- ☐ Customer Service.
- ☐ Typing official letters & handling the inspection of various departments at the Ministry of labor & the Ministry of Municipality.
- ☐ Dealing with government's institutions such as the Ministry of labor, the Ministry of Municipality and the Insurance (GOSI).
- ☐ Preparation and renewal of employees' contracts according to Bahrain labor law.
- ☐ Acting as an administrator at the Personnel Departments handling the following jobs: leave applications, signing in & out, resignations, termination, memos, warning letters, reports, overtime payments and insurance (GOSI).
- ☐ Preparing and handling the requisitions of stationery and office equipments.
- ☐ Verifying the staff daily reports to the Head Office.

Bhaskar Devji Goldsmith & Jewelers *18th Sep 04 - 31st Mar 05*

[Secretary]

Responsibilities:

- ☐ Secretarial Tasks.
- ☐ Typing official letters & handling the inspection of various departments at the Ministry of labor & the Ministry of Municipality.
- ☐ Checking and sorting statements.

Al Ahli Institute *20th Aug 02 - 28th Feb 03*

[Secretary, Receptionist, Registration Staff]

Responsibilities:

- ☐ Secretarial Tasks. and Registration
- ☐ Following up on parents and their requests.
- ☐ Scheduling tutors.
- ☐ Verifying student & teacher daily reports.

RESUME

General Skills & Abilities:

- ☐ Computer literacy:
 - ☐ MS. Office Applications.
- ☐ Typing:
 - ☐ Arabic & English.
- ☐ The ability to:
 - ☐ Work under pressure.
 - ☐ Show initiative.
 - ☐ Work well in a team.
 - ☐ Adapt to new challenging aspects of work.
 - ☐ Communicate with different people.
- ☐ Enthusiastic, committed and dedicated to the job.

Additional Skills:

- ☐ Bahrain Red Crescent - First Aid.

Additional Skills:

- ☐ Reading and surfing the net.

References:

Name:	Mr. M.P Anil Kumar
Position:	Manager-Administration & Accounts
Organization:	M/s. Devji & Co. W.L.L
Contact No.:	39097471

Name:	Mr. Ashfaq Siddique
Position:	Human Resources Manager
Organization:	Nexton International services
Contact No.:	33741599

Name:	Mr. Ageel Mohammed
Position:	Purchasing Executive
Organization:	Nextop Retails W.L.L
Contact No.:	33321292

All Related Certificates can be provided upon request