

Zakia Zain-ul-Abedin Ali Mohammed

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Nationality: Bahraini

Date of Birth: October 21, 1993

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Language: Fluent in English, can read and write Arabic

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OBJECTIVE

Seeking to work in a reputed and a dynamic organization where opportunities for growth and career development is based on personal competency, skills and capability to deliver value added results

EDUCATION

BSC	Bachelors of Science in Banking and Finance University of Bahrain, Kingdom of Bahrain (2016) Obtained Bachelors degree with GPA 3.01
HSSC (Pre-Engineering)	Higher Secondary School Certificate Pakistan School, Kingdom of Bahrain (2011)
SSC (Pre-Engineering)	Secondary School Certificate Pakistan School, Kingdom of Bahrain (2009)
Awards/Honors	Ministry of Education Scholarship
IELTS	Band score 7

KNOWLEDGE AND ABILITY

- ❖ Production of database designs and normalized tables.
- ❖ Ability to analyze financial reports, statements and making reports and portfolios on it.
- ❖ Maintaining records and preparing reports and correspondence related to the work.
- ❖ Ability to create different and difficult reports in MS Excel.
- ❖ Communicating effectively with others and to maintain favorable public relations.

TECHNICAL SKILLS

- ❖ Access: Database tables, Relationships, Macros, SQL, Query Design, Report Wizard.
- ❖ Excel: Database sheet, Portfolio calculations, and financial calculations.
- ❖ PowerPoint: Presentations.
- ❖ Microsoft Word: Reports, Graphs, Tables.

REFERENCES

Certificates and transcript available upon request