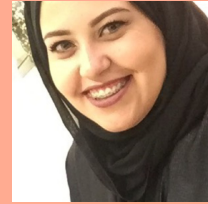


## BASMA ALI ABBAS

House 2977, Road 5451, Block 245, Muharraq, Galali  
basma3lii@gmail.com  
+973 33306039



### OBJECTIVE

To enhance my skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. Also to be an effective and a productive aspect of it and the society.

### EDUCATION

#### Arab Open University

2018.

Bachelor's in Business Studies and System Practice.  
3.14

#### Khawla Secondary school

2010.

High school  
93.9%

### EXPERIENCE

#### Education and Training Quality Authority

March (2019) - May (2019).

Admin

I was responsible for organizing and the distribution of the National examinations papers. Also, I was responsible for teaching new admin our work.

#### Education and Training Quality Authority

April (2018) - May (2018).

Admin

Distribution of National examination papers, remarking and recollection of the students grades.

#### Alpha Atelier

November (2017) - November (2017)

Marketing Adviser

### PERSONAL STRENGTHS

Loyal and trustworthy.

Enjoy challenges.

Confidant.

### SKILLS

Good listener and speaker.

Ability to work under pressure.

Problem solving skills.

Self motivated.

Hard worker.

Windows Operating Systems.

Microsoft Office.

Word, PowerPoint, Excel.

### LANGUAGE

Arabic.

English.

French (basics).

### INTERESTS

Fashion design.

Teaching.

Reading.

Pets.