



bellaalmosawi@gmail.com



39641815



Saar, Bahrain



instagram.com/BelleAlmosawi

SKILLS

Excellent working on MS Office

Problem solver

Great communication skills

Working under Pressure

Team player

LANGUAGES

Arabic



English



Korean



Hindi



INTERESTS

Web surfing

Learning New Languages

Reading

Khadija Almosawi

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

WORK EXPERIENCE

Receptionist/ Adviser

Ministry of Labor, Northern Center

05/2017 – 08/2017

Training

It's a center provided by the Ministry itself for the Northern government { Bahraini Citizen only } to register them and look for them the suitable job

Achievements/Tasks

- ▣ Answering phone calls
- ▣ Registering new Bahraini Seekers
- ▣ Printing and Copying documents
- ▣ Sending Emails when asked
- ▣ scheduling new appointment for seekers when missed their previous appointment

Receptionist/ Secretary

Almoalem Institute

01/2012 – 02/2013

Seef District, Bahrain

Expert in offering professional Training Certificates

Achievements/Tasks

- ▣ Answering phone calls
- ▣ Registering new Trainees
- ▣ Dealing with visitors
- ▣ Preparing Minutes of Meetings

Contact: Aqeel ALA"ali – 33366604

Front Desk/ Receptionist

Nariman Nutrition Clinic

11/2011 – 01/2012

Giving people advises and necessary treatments regarding diets and losing weight

Achievements/Tasks

- ▣ Answering phone calls
- ▣ Registering new patients
- ▣ taking new appointments
- ▣ dealing with payments of each session of patients

EDUCATION

Extended Diploma in Human Resources

Bahrain Training Institute { BTI }

09/2014 – 01/2017

Applied Studies in Information System

University of Bahrain { UOB }

09/2004 – 04/2008

Incomplete