



## MARYAM ABDULLA ABDULAZIZ

### Contact

(973) 33551911

(973) 33791253

[Frasha-2@live.com](mailto:Frasha-2@live.com)

### Marital Status

Married

### Nationality

Bahraini

### Date of Birth

11 Aug 1993

### Software

Microsoft Office  
(PowerPoint & Outlook,  
Word & Excel)

### References

Will be provided upon request

### Languages

Good command in spoken  
& written



English



Arabic

## CURRICULUM VITAE

## MARYAM ABDULLA

### INTERPERSONAL SKILLS

Highly motivated with excellence problem solving, calculation, analytical & leading teams' skills, always seeking for improvement, willing to learn and hard working with strong work Ethics, ability to manage and complete multiple tasks, good dealing with customers & colleagues, able to work with a creative teamwork, ability to work under pressure and meet all deadlines.

### WORKING EXPERIENCE

**Oct – Jan 2020 Training in Shura Council**

Purchase Department

**Aug – Sep 2019 Training in Delmena City Contracting**

Receptionist

### Educational Qualification

**2013-2019 AMA International University**

College of Administration & Financial Sciences

Bachelor in BSBI

**2008-2011 Al Wafa Secondary School**

Commercial Secondary Certificate

### Additional Skills

#### ☒ **Interpersonal:**

- Good dealing skills with customers & colleagues
- Able to work with a creative teamwork
- Reliable and hard-working person
- Ability to work under pressure and meet all deadlines.

#### ☒ **Leadership skills**

- Analytical Skills, Problem Solving & Leading Teams
- Receiving purchase orders
- Follow-up and preparation of the purchase follow-up form and submitted to the Finance Committee and the Committee on Rationalization of Expenditure
- Issuing and printing purchase order for approval by the concerned parties

#### ☒ **Computer:**

- Dealing with Microsoft operating system
- Excellent skills in MS Office

### Hobbies and Activities

- ☒ Reading books
- ☒ Computer and internet
- ☒ Design and photograph