



Name: Fatima Abdul Rasool Khamis

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•Marital Status: Single• Nationality: Bahraini •CPR: 960608249
•Date of Birth :29/06/1996

Personal Profile

A quick learner, possessing excellent communication skill demonstrated by the ability to work with people of diverse backgrounds. An honest and hardworking individual who is dedicated diligently to any task at hand.

Education Qualifications

- Hamad town high school -literature -2011 till 2014
- University of Bahrain – B.A in sociology – Anthropology and Heritage – Minor in Psychology - 2014 till 2018
- English Language Course,2019 ALMoalem Institute-Bahrain

Experience

- Worked at a governmental hospital as receptionist in 2014 for one month only
- Worked at renting office as operator (reciving calls) -2017-2018 -part time

Certificates

- Experience certificate from the hospital for working as reception.

Skills

Software: Microsoft word, power point, excel, access, outlook, vision and internet

Language: Arabic (Mother tongue), English (Excellent)

Interpersonal: Ambitious, Enthusiastic, Hard worker

Interests & Hobbies

- Makeup
- Cooking
- sport