

Ameena Al-Qattan



Objective

To assist organizations by analyzing quantitative information while using management and communication skills to plan and develop strategies in order to achieve organizational objectives.

Personal Information

Name: Ameena Ali Ahmed AlQattan
Nationality: Bahraini
Address: Samaheej – Manama/Bahrain
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Experience

Internship at Arab Bank

March 1st 2017 until May 31st 2017

Worked at the operation department in the main branch:

- First in the administration division: scanning and printing the transaction of all the bank branches.
- Secondly in financial division: reviewing bank cheques, issuing manager cheques, working in the bank's programs.
- Last in internal control division: learned how to review specific items of two divisions of this department.

Education

Bachelor in Accounting - University Of Bahrain

September 2012 until June 2017

Professional Certificates / Other Qualifications :

ICT Innovation and Entrepreneurship Forum	Attended on	November 2 nd , 2016
ICT Innovation and Entrepreneurship Forum	Attended on	October 29 th , 2017
International Accreditation For Volunteer Work (IAFVW)	Attended on	July 9 th 2017 – July 10 th , 2017
Human Rights Training Center	Attended on	July 9 th 2017 – July 10 th , 2017
International Accreditation Organization (IAO)	Attended on	July 9 th 2017 – July 10 th , 2017
Spoken English Intermediate Grade (A) – APTECH Institute - Bahrain		November 16 th ,2017

Languages

English	Fluent	Speaking / Reading / Writing
Arabic	Fluent	Speaking / Reading / Writing

Skills

- Computer Skills (Microsoft Office).
- Committed person and work under pressure.
- Fast learner.
- Striving for excellence in work.
- Ability to work in a team environment or individually.

Reference

References shall be provided upon request.