

# Noor Ali Aldurazi



## PERSONAL INFO.

**Address:**

House 744  
Road 4029  
Block 540  
Northern Governate.

**Nationality:**

Bahraini

**Phone:**

+973 36598773

**Email:**

[nony96@live.com](mailto:nony96@live.com)

## LANGUAGES

Arabic

English

## PERSONALITY

- Punctuality
- Creativity
- Organized
- Communicative
- Optimistic

## PERSONAL STATEMENT

Fresh graduate with high quality of interpersonal skills. Has the ability to deal with customers because of my experience in Credimax as I was calling customers to tell them about the new feature in the application. I am looking to increase my experience by working at your institute.

## EDUCATION

	2013 - 2018
B.Sc. Banking&Finance – Accounting. University of Bahrain GPA: 3.55	
	2010 - 2013
Secondary certificate – Commercial. Alshurooq Secondary Girls School	

## WORK EXPERIENCE

	02/2019 - Current
Assistant teacher <b>Al-Semat Kindergarten</b>	
	03/2018 – 04/2018
Trainee at back office <b>Credimax</b>	
<ul style="list-style-type: none"><li>- Preparing block statements.</li><li>- Closing accounts.</li><li>- Checking customer's information.</li><li>- Calling customers.</li></ul>	

## CERTIFICATES

Certificate of Excellent achievement in English Level 2 from Berlitz, November 2018.

## SKILLS

- Good communication skills.
- Excellent time management
- Effective interpersonal skills
- Team player
- Able to work under-pressure

## SOFTWARE

- Excellent command of Microsoft Office (Word, Excel, PowerPoint).
- Fully capable in using Internet.
- Good in using Adobe Photoshop.

