

Masooma Almosawi

Professional Title

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.

✉ mimaaamosawi@gmail.com

☎ 34366039

WORK EXPERIENCE

Secartary

Accounting department/ University of Bahrain

02/2017 – 04/2017

Sakhair

Achievements/Tasks

- Filing
- Answering Phone calls
- Taking the signature of the head of the department on any important paper
- Auditing the head of department work and informing him about what to be adjusted, added or deleted
- write down the names of any student who is graduated from the accounting department in order to deliver them registration department
- photo copying
- writing letters/ memos/ emails

Social service

International Hospital of Bahrain

two weeks of community service

Achievements/Tasks

- serving patients
- receptionist assistant in The Department of Obstetrics and Nephrology. (-answering phone calls - filing)

Student Activity in UOB

University of Bahrain

Achievements/Tasks

- attending Lectures and work shops organized by UOB student council
- participating in the (COBS) preparation for the university student council nomination from the Business college, preparation for the national day celebration, and helping new students at the beginning of the new course
- Serving the special needs from the business college

EDUCATION

Bachelor degree in Business Administration

University of Bahrain

09/2010 – 01/2017

Courses

- organizational behaviour
- knowledge management
- starting small business
- organizational development
- Marketing Management
- Strategic management
- Business ethics
- Supply chain management
- Principals of marketing
- Total Quality Management

SKILLS

Fluent in Both Arabic and English

Excellent working on MS Office

Team Player, and problem solver

Great communication skills

Great hard worker

ability to work under pressure

ability to learn new things in short time

PERSONAL PROJECTS

implementing a profitable green supply chain

The Implementing of Total Quality Management In Manufacturing Sectors (Bahrain Alloys Manufacturing CO. B.S.C (BAMCO))

Social knowledge networking

How to deal with nonstop change (BALEXCO)

HSBC Social Responsibility

LANGUAGES

Arabic



English



INTERESTS

reading

writing researches

Social service