

Zahra Jaffar Ali Abdul Wahab Farhan

Personal information:

Nationality: Bahrainia

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Career objective:

Hardworking and motivated person, seeking for career opportunity to apply my communication, teamwork and problem-solving skills to work in sales sector to be a professional individual.

Education:

2011 - 2013	High school certificate	Sitra Girls Secondary School
2015 - present	Bachelor of business administration system	Applied Science University

Employment history:

2013- Present	H.R Assistant	Extrovert Cafe
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Employment skills:

Commutation skills: Able to deal with different types of people, flexible and outgoing.

Teamwork skills: Good team player in range of society involvement.

Problem-solving: able to deal with problem calmly and efficiency as shown in my role as a leader in volunteering events. Careful to approach situations in a good manner, active good listening skills and ask questions to get the root of the problem. Proceeded to work with others to identify options and implement good actions.

Technology skills:

- Internet including search engines, mailing and research.
- Microsoft office including Word, PowerPoint and Excel.

Language:

English: Excellent English speaker, reader and writer.

Arabic: Native Arabic speaker, reader and writer.

References:

References will be provided upon request.