

# CURRICULUM VITAE

## PERSONAL DETAILS

**Name** Iman Ibrahim Ahmed Abdulla  
**Date of Birth** 27 December 1985  
**Nationality** Bahraini  
**Mantel states** single  
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## EDUCATIONAL ATTAINMENT

**2008-2012** **DELMON UNIVERSITY**  
Manama, Kingdom of Bahrain  
BS in Business Administration  
**Course** Bachelor of Science in Business Administration  
(Management information system)

**2003-2006** **Bahrain training institute**  
**Course** Diploma in office Administration

## EXPERIENCES

**2014-2017** **Cart online shopping company\ customer services**

**2012-2014** **Blooming Buds Nursery & Kindergarten**  
Receptionist/ Arabic teacher  
Karrana, Kingdom

**2006-2011** **JAWAD Business Group**  
Sales assistant/ cashier  
Seef Mall, Manama

## **SKILLS**

I have computer skills, good English language, shorthand skills, telephone skills and communication skills.

## **INTERSETS**

I like to read about nlp science, Surfing the internet, playing sport, learning English, traveling, meeting new people, looking at the sea, shopping and watching American movies.

## **TRAINING & courses**

I have trained in Ministry of Education as a secretary for three months I was meeting people, answering calls, transferring it, and filing documents and arranging meeting and I have many courses in English and computer .

## **HIGH LIGHTS**

- Worked in a team on assignments
- Visit companies to collect information for our assignments
- Attending workshop lessons
- Doing a presentation about anything related to our specialization

## **NOTE**

"I know I am good I just need to make sure other people know that"