

Cover Letter

Dear Sir/Madam,

I am Ameena Habib. I have completed my Diploma in Human Resources from Bahrain Training Institute. I am also registered in Ministry of Labour.

My particular strength lies in being a fast learner, pro-active , sociable and organized.

I believe that my skills and abilities would be a unique asset to your company. I am not afraid of hardwork and I am motivated to face new and different challenges, persevering to achieve them successfully so I can constantly keep broadening my skills and knowledge.

A quick glance through my resume will give you an idea about my qualification, skills and abilities. I will do my best towards the progress of your esteemed company and build a long lasting relationship with you.

Thankyou for your time in viewing my resume. I look forward to hear from you soon.

Your truly,

Ameena Habib.

RESUME

Ameena Habib

Mob# 39290825

Email:- Ameenahabib08@gmail.com

Manama, Bahrain



Personal Information

- ***Nationality :- Bahraini***
- ***Date of Birth :- 13-02-1999***
- ***C.P.R :- 990204049***
- ***Religion :- Islam***
- ***Marital Status :- Single***
- ***License :- Available***

Carrier Profile

To seek a responsible position with a progressive reputed organization, which will enable me to utilize my leadership, people management and communication skills, towards the enhancement & success of the organization.

Academic Qualifications

- *S.S.C I & II (Secondary School Certificate completed in (2013-2015) from Pakistan School, Isa Town, Bahrain.)*
- *H.S.S.C-I & II (Higher Secondary School Certificate completed in (2015-2017) from Pakistan School, Isa Town, Bahrain.)*
- *Diploma in Human Resources from Bahrain Training Institute (2018-2019)*
- *1 month Internship (On Job Training) at Ministry of Labour. (Stopped due to Covid-19) (2020)*
- *2 months Internship (On Job Training) at NeoCeptual. (2020)*

Professional Experience.

- *Worked as a volunteer for kids playroom.*
- *Worked as a Receptionist Trainee for 5 months.*

My duties as a receptionist trainee :-

Calling candidates for job interview

Answering and transferring calls

Sending offer and rejection letter/mail

Cv screening on LinkedIn.

Arranging meetings for supervisor

Managing company's social media account

Writing job description and posting jobs on social media account.

Key Skills and Knowledge

- *Good Communication Skill :- Ability to communicate with others very well. Got good marks by supervisor for my communication skills*
- *Teamwork, learning and creativity :- Ability to do work under pressure and time management*
- *Have self confidence*
- *Skills in recording business transactions.*
- *Computer Literacy and basic IT skills. (MS Word, MS Excel, MS PowerPoint)*
- *Knowledge about Adobe Photoshop*
- *Knowledge about marketing*

Language Known

- *English, Urdu, Arabic(Basic)*
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