

# MARWA HASAN AHMED MOHSEN HASAN

**Mobile:** 38389168

**E-mail:** Marwa.hasanbh@gmail.com

**Nationality:** Bahraini

**Gender:** Female

**DOB:** 31-10 -1991

**Material status:** Single

**Area:** A'ali

**Address:** House: 1303 Road: 4243 Block: 742



## OBJECTIVES:

Seeking for a position that suits my qualifications as a Business student helps me to develop my personal skills, with the ability to continue working as long as possible.

Ambitious and dedicated accounting candidate with a wide range of relevant skills and competencies including professional knowledge, financial analysis, teamwork, decision making, problem solving and communication. Results-oriented person with willingness to learn and improve.

## PROFILE:

A dedicated self-motivated professional with extensive experience in all areas. Skilled administrator who specialises in identifying and rectifying discrepancies and issues requiring accuracy and attention to detail at all times. Able to demonstrate an excellent working knowledge of the legislation appropriate to working in all areas with the proven ability to ensure full compliance therewith. An excellent interpersonal skills and the ability to communicate concisely and articulately with clients and colleagues alike. Enjoys being part of a successful and productive team whilst demonstrating strong leadership potential in a highly competitive and demanding industry sector.

## WORK EXPERIENCE:

**01- 06 - 2015 to 31- 03 - 2019**

**AL AMAL TRAVELS, TOURS AND CARGO**

**Travel consultant**

### **Responsibilities:**

- Handle the Customer reservations.
- Make ticket booking, quote fare, and send to direct customer or Agents.
- Maintaining and developing strong, sustainable relationships with key travel agency clients, as well as corporate and direct clients.
- Develop and maintain an extensive customer database.
- Provide consultation for clients on the services provided by the company.

- Carry out other tasks when assigned by Company
- Ensure accuracy of the information provided to customers
- Keep customer information confidential.
- Receive customer complaints , suggestions, comments
- Follow up the Payments accounting with clients

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**ACADEMIC QUALIFICATION:**

- 2009-2014: Bachelor of Science in Accounting (University of Bahrain).
- 2006-2009: Secondary School Certificate, Science (Al Noor Secondary School)

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**SKILLS & ATTRIBUTES:**

- Making sure the customer has satisfaction from our services.
- Dealing with customers with high temper.
- Collection, as in collecting payments owed to the establishment.
- Dealing with people easily, ability to work with various species
- Patient, hardworking, bear the pressure of work
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Solutions focused, meticulous and results-oriented.
- Self-dependent, punctual and adaptable

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**Interests:**

- Reading
- Traveling
- Surfing the Internet

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**Language Proficiency:**

- Arabic – Fluent
- English – Fluent

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**References**

Will be provided upon request

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