



RABAB ESAM ALNUWAKHTHA

Personal Information

Mobile: +97366751992

Email: rabzy.92@hotmail.com

Date of Birth: 05/07/1992

Status: Married

About me

A self-motivated person, a team player and a strong communicator. I believe in taking initiatives and strive to apply my knowledge and experience to the fullest whenever it is needed. Seeking to leverage my expertise and abilities in a new role.

Education

Associate PRM (2019).

University of Bahrain, BSc in Banking and Finance (2010-2015).

Khawla Secondary School, Science physics and math (2007-2010).

Professional Experience

- ❖ Admin and Finance Supervisor at Capital Impact S.P.C (1st of August, 2017-Now)
 - Keeping finance and accounting records of the company.
 - Keeping finance records of each client.
 - Calculate the finances of each project made by the company.
 - Develop and maintain good working relationships with all relevant local governmental authorities and other beneficial agencies/ institutions.
 - Manage Administrative Department, maintain a safe and secure work environment.
 - Create, Control and monitor all administrative requirements.

❖ Client Relations Coordinator at Capital Impact (1st of January,2017 to 31st of July,2017)

- Maintain communication with the client.
- Maintain the clients file and data .
- Coordinate with the legal department regarding the legal needs of each client.
- Present the client with project ideas and needs which differs to each client.
- Communicate with other companies/ governmental authorities due to the needs of each client.

Strength

- Excellent Team Player.
- Excellent administrative skills.
- Help fellow employees with critical situations.
- Give out ideas for how to solve problems/ issues that may occur.
- Excellent Communicator and Achiever.
- Accomplish Tasks with minimum timeline with high satisfactory results.
- Have a good understanding regarding opening new companies in Bahrain and the process that it maintains.
- Excellent at keeping Finances & Accountings of the Company.