

Personnel Manager,
Human Resources department,

Subject: Application for Vacancy

Respected Sir/Madam,

I kindly have attached my CV for your reference, in which I have detailed my qualifications and skills. I am pleased to join your team in financial and accounting departments to assist them and contribute to achieving the organization's objectives.

As I graduated on 2019 from Applied Sciences University and hold a Bachelor's degree in Accounting and Finance, I also have a full knowledge of computer skills and Microsoft Office programs, I'm very good in English language, and with my passion for hard workings, and my addiction to numbers... it makes me able to achieve more successes to your organization and gain experience.

Currently, I am looking for a possible change to a better-managed organization like yours to enhance and grow further. If given the opportunity, I can assure you that I will do my best to serve the organization and at the same time prove to you my capability.

Look forward to hearing from you.

Sincerely,

Eman Alhayki



EMAN EBRAHIM SALMAN ALHAYKI



OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.



PERSONAL INFORMATION

🏠 Isa Town, Bahrain

☎ +973 32111817

✉ Ealhayki278@gmail.com

CPR: 950809489

Status: Single



EDUCATION

Bachelor of Accounting & Finance | Applied Science University

2015 – 2019

GPA 82.84%

Secondary Education of Technical & Vocational Studies | Alwafa High School

2010 – 2013

GPA 85.8%



EXPERIENCE

Trainee | Bahrain Leaders Accounting Services

SEP 18, 2018 – NOV 17, 2018

Responsible of Book-keeping

Trainee | National Motor Company

APR 8, 2012 – APR 26, 2012

Trained at the Human Resources department



ACHEIVMENTS

Junior Entrepreneurs Business Plan Competition | United Nations Industrial Development Organization (UNIDO)

JUNE 2013

Entrepreneurship Orientation Program | Bahrain Development Bank (BDB)

MAY 26, 2013 – MAY 30, 2013

General English Language | American Culture Education Center

2012



SKILLS

- Languages: Arabic - English
- Using Microsoft Office Programs
- Leadership ability
- Interpersonal, verbal and written communication skills
- Hard working
- Problem solving
- Good at working in teams



REFERENCES

Available upon request