



## ABOUT ME

I am passionate person ready to learn very fast also hard working like to give my work all my time & attention, creative , Flexible Energetic , honest , organised , & happy to be a successful person.

## INTEREST & HOBBIES

- Reading
- Travelling
- listen to music
- Swimming
- Writing
- Computing

## PERSONAL SKILLS

Research Skills



Report Writing



Presentation Skills



Communication Skills



## CONTACT



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# EMAN EBRAHIM HUSSAIN

Administrative Employee



## EDUCATION

- 2008 - 2012 **Bachelor in Business Administration**  
DELMON UNIVERSITY  
Management Information Systems
- 2003 - 2006 **Diploma Office Administration**  
BAHRAIN TRAINING INSTITUTE



## EXPERINCE & TRAINING

- 2018 - 2019 **UNITED ELECTRONIC COMPANY**  
Cashier and Customer Service  
I have learnt how to deal with all types of customers, especially ones.
- 2014 - 2017 **CART ONLINE SHOPPING COMPANY**  
Customer Service  
Recieving calls from customer problem solving and remote helping.
- 2012 - 2014 **BLOOMING BUDS NURSERY & KINDERGARTEN**  
Arabic Teacher, Secretary, Receptionist and Teaching Assistant  
The job required me to deal with very young children, as well as their parents.
- 2006 - 2011 **JAWAD BUSINESS GROUP**  
Sales Assistant and Cashier  
In the 5 years I've worked in Jawad. I've learnt how to deal with customers in a retail enviroment.
- 2006 **EXPERINCE & TRAINING IN MINISTRY OF EDUCATION**  
Secretary  
Training in Ministry of Education at 3 months.



## COURSES

- 2019 **Internet & Computing Core Certification**  
VICTORY INSTITUTE  
I've learned in this course about all the computer basic.I also learned about Software & Hardware System.
- 2017 **Preminary English for Business**  
LCCI - ORIGIN TRAINING INSTITUTE (TAMKEEN)  
This course taught me basic terms to use in a business enviroment.
- 2016 **New Headway Pre-Intermediate**  
ALMUHET INSTITUTE  
Listened to and practised dialogues from Headway curriculums.
- 2013 **Unlimited Potential Initiative by Microsoft**  
INFORMATION & EGOVERNMENT AUTOHIRY  
The course offered a wide range of skills that I need for my professional and personal life.



## LANGUAGES

Arabic



English



Indian

