



# Zainab Mahdi Ali

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## Contact

**Address:**

House 57, Road 42, Block 540  
- Diraz

**E-mail:**

zabdulla22@yahoo.com

**Mobile:**

(+973) 36433584

## Career Objective

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To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

## Personal Details

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- Nationality: Bahraini
- Date of Birth: June 22, 1994

## Educational Experience

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- **Academic Certificate:**

- University of Bahrain - Bachelor of Accounting

**September 2012 - June 2017**

- **Professional Certificate:**

- The Association of Accounting Technicians (AAT) – Level 4

**1 November 2018**

## Work Experience

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- **Electricity and Water Authority (EWA)**  
(GAJIRIA BUILDING – Revenue & Control Section)

**1 March 2017 – 30 April 2017**

(Accountant Trainee) at different Units:

- Customer Accounts Control unit.
- Cash & Bank Control unit.
- Reconciliation Unit.
- Management Accounts Control unit.
- Revenue Control unit.
- Direct Debit.
- Bulk & Rechargeable Accounts unit.

- **Al- Anwar Travel Office**  
(Reservations Officer) **May 2017 – August 2017**
- **Score Training Institute**  
(Receptionist and Secretary) **December 2017 – November 2018**
- **Brain Master Training Center(BMC)**  
(Administrator and Accountant) **December 2018 – December 2019**
- **Silah Gulf – stc**  
(Customer Services) **December 2019 – February 2020**

## Skills

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### Technical skills:

- Microsoft Office applications (Word, Excel, PowerPoint)
- Adobe Photoshop
- Adobe Premiere Pro
- Bilingual in Arabic and English

### Personal skills:

- Strong verbal communication and presentation skills
- Cooperative team member
- Committed and hard working

## Workshops and participations

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- Workshop (VAT in Bahrain)
- A course of presentation skills.
- Completion of community service course in Mohammed kanoon health center.
- Participation in financial accounting competition.
- Participation in young entrepreneur's forum conference - Tamkeen – Bahrain chamber of commerce and industry.
- Involved in designing card for national day celebrations.
- Joined in children's arts and literature competition.
- Professional designer certificate.

***References available upon request***