

# Zainab Hassan Ali Alsaegh

**Address:** House 1493, Road 1627, Block 1216, Hamad town

**E-mail:** Zalsaegh95@gmail.com

**Telephone:** 66623024



## ○ Personal information

**Date of Birth:** 31 August 1995  
**Gander:** Female  
**Marital Status:** Engaged  
**Nationality:** Bahraini

## ○ Objective Skills

To build a long-term career in my profession with opportunities for career growth.

## ○ Education

2011-2013      Altathamen secondary School  
General Certificate – commercial  
2013-2017      Associate diploma degree in business ( office management)  
University of Bahrain  
January 2018 – ENGLISH FOR BUSINESS (IPTS)  
June-July 2018 – Time management Course  
Customer service Course  
Selling skills Course  
(TYLOS human development)

## ○ Experience

Jul-Sep 2012      Al-Areen Wildlife Park  
Training (**Department of Reception**)  
  
Oct-Feb 2017      University of Bahrain  
Training (**Secretary**)  
  
June 2018- present      Montreal view uniform  
(**Costumer service & SALES**)

## ❖ Language:

Arabic ( Read – Speaking – Writing ) Excellent  
English ( Read – Speaking – Writing ) Good

## ❖ Computer Knowledge:

Ms Office ( Word – Excel – Access – PowerPoint )  
Graphic Design ( Adobe Photoshop )