

Miss. Seema Butt



PERSONAL INFORMATION

Religion: Islam

Date of birth: 26/8/1993

Marital status: Single

CONTACT INFORMATION:

Contact #: 34010987

Email Address: Seemaprvzbtt@gmail.com

OBJECTIVE

To satisfy the goal of the organization, be committed towards it, learn from experience, and develop personal skills and to relate the knowledge obtained from education with whatever is happening in the economy.

EDUCATIONAL QUALIFICATION

[2017]: Cambridge Institute Examinations(CIE)- Certificate in Global Perspectives

[2011-2016]: University of Bahrain(BSC in Banking and Finance, GPA: 3.33)

[2015-2016]: Diploma in Teacher Training Education(TTE)]

[2009-2011]: Pakistan Urdu School(Private, English Medium)

Higher Secondary Education

[2007- 2009]: Pakistan Urdu School(Private, English Medium)

Secondary Education

LANGUAGES

Urdu- Native

English- Fluent in writing, reading, speaking and understanding

Arabic- Introductory (Writing, reading and understanding)

AWARDS AND ACHIEVEMENTS

-President's List of Honour, Certificate (2013)

-Merit Certificates (Academic based)

-Certificates associated to: Education, Speeches, competitions etc.

-Fire Department Safety Certificate

-ICFMII CONFERENCE 2013 [5th International Conference on Multidimensional Finance, Insurance and Investment]

-WIBC 2013 (20thWorld Islamic Banking Conference)

WORK EXPERIENCE

Sales Executive

Secretary/ Office Admin/ Receptionist

Geant Hypermarket- Cashier (trainee)

Geant Hypermarket- Financial Accountant (trainee)

PROFESSIONAL ASSOCIATION MEMBERSHIPS

-ICFMII CONFERENCE 2013 [5th International Conference on Multidimensional Finance, Insurance and Investment]

-WIBC 2013 (20thWorld Islamic Banking Conference)

Curriculum Vitae

-ENVIRONMENT CLUB (*University Of Bahrain*)

Working with the 'Environment club' on numerous occasions

SKILLS:

COMPUTER KNOWLEDGE/SKILLS

- | | |
|----------------------------------|-----------------------|
| -Microsoft Word | -Microsoft PowerPoint |
| -Microsoft Publisher | -Microsoft Access |
| -Internet (able to use internet) | -Microsoft Excel |
| -Database Programming | |

OTHER SKILLS:

- | | |
|-------------------------------|--------------------------|
| -Punctual | -Good at problem solving |
| -Excellent in time management | -Leadership skills |
| -Innovative thinking | -Mind mapping skills |
| -Excellent in Communication | -Competitive |
| -Negotiation skills | |

INTEREST AND HOBBIES

- Drawing
- Book Reading
- Playing Badminton
- Learning different languages
- Cooking
- Learning about different cultures
- Astronomy
- Archaeology

REFERENCES:

ECONOMICS AND FINANCE DEPT.

Dr. Hassan Murshed (*AssistantProfessor at University Of Bahrain, 36139971/17438807*)

Dr. Nara SimhaSarmaSalaka (*AssociateProfessor at UOB, 17438489*)

Dr. Husain Mohsen Ali Mohsen AlEbrahimProfessor at UOB, 39171166/17438517)

Dr. BatoolQassim Ali Assiri (*AssociateProfessor at University Of Bahrain, 36008080/17438542*)

MANAGEMENT AND MARKETING DEPT.

Dr. Evelenagh Mary Maguire (*Lecturer at University Of Bahrain, 17438615*)

Dr. Shaju GeorgeArimpur(*AssistantProfessor at University Of Bahrain, 17438529*)

ACCOUNTING DEPT.

Dr.EntesarAli Abdul Aziz Abdullah(*AssistantProfessor at University Of Bahrain, 17438722*)

COLLEGE OF ARTS

Dr. Diana (*AssistantProfessor at University Of Bahrain, 17438794*)

INFORMATION TECHNOLOGY COLLEGE

Dr. ZakariaIssaSaleh (*AssociateProfessor at University Of Bahrain, 17437623*)