



# DUAA MUNTHHER

## PERSONAL DETAILS

DATE OF BIRTH: 10/03/1996  
NATIONALITY: BAHRAINI  
CPR NO. 960302352  
MARITAL STATUS: SINGLE

## CONTACT

P: +973 36583080  
E: duaa.albaitam@gmail.com

## SOCIAL

Instagram: duaa.mun

## SKILLS

- I have a Bahraini driving license since 2015
- Quick learner
- Team work
- Good management skills
- Basic computer skills.

## LANGUAGES KNOWN

- Arabic
- English

## ABOUT

I am a fresh graduate from university of Bahrain, I have a bachelor degree in major account, seeking a full-time position in the field of accounting , where can apply my knowledge and skills for continuous improvement.

## WORK EXPERIENCE

FUTURE INSTITUTE - ADMINISTRATIVE ASSISTANT  
SEPTEMBER 2019 - OCTOBER 2019

- Making invoices
- Office tasks
- Mailing
- Filing
- Microsoft office ( excel , word, power point )

TRAINED IN KUWAIT FINANCE HOUSE - CARD DEPARTMENT  
MAY 2019 - AUGUST 2019

- Sending the cards to customer in or out of bahrain courier or through branches.
- Tracking cards on Aramex and TNT website.
- Connecting with customer service group for any inquiries.
- Making excel sheet contains customer details and type of card requested.
- data entry.

## EDUCATION

BACHELOR DEGREE IN MAJOR ACCOUNTING  
University of Bahrain | 2014 - 2019

## PROFFISIONAL CERTIFICATE

- ALMI ( Associate Life Management Institute ) certificate.