



# Zahra Sami Abdulla Ahmed

## CAREER OBJECTIVE:

I am looking for a job in which I can make all my information and experience in all honesty and sincerity and put it within the reach of the beneficiary of the service, and I will develop my capabilities and skills by taking advantage of experience and expertise and keep abreast of scientific and practical developments in my field, and I try to enhance the work of the organization in which I work where better and leave Positive impact on an effective level.



## CONTACT:

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21<sup>th</sup> August 2001

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## LANGUAGES:

English (reading- writing- speaking)



Arabic (reading- writing- speaking)



## EDUCATION:

**2016 - 2019 Ghazi Al-Gosaibi Secondary School for Girls**  
**Literary Major**



## CERTIFICATE:

- ❖ 2019 Course in “General English” at Scoreplus Educational Center.
- ❖ ICDL Course from Modern Institute.



## SKILLS:

- ❖ **Software:** Knowledge in using MS Office Windows such as (Word, PowerPoint, Excel)
- ❖ **Team work:** using skills as an individual or as a member of a team.
- ❖ **Self-management:** evaluating and monitoring own performance, having knowledge and skills through learning from others employees.
- ❖ **Planning & organizing:** Collecting, analyzing and organizing information, identifying and applying contingency plans.
- ❖ **Problem solving:** being system practitioner in solving problem and analysis the issues has become.



## SOFTWARE:

Microsoft office Word

100%

Microsoft office Excel

90%

Microsoft office PowerPoint

100%



## INTERESTS:



Photography



Reading



Sport



Travel



Internet

## REFERENCES:

Adequate references will be provided on demand.