

Ayat Obaid



Isa Town, Bahrain



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ABOUT ME

I am a quick learner and always willing to learn and improve skills, have ability to work independently in busy environments and also within a team setting.

PERSONAL INFORMATION

CPR Number: 931004322

Date of birth: 5 Oct 1993

Nationality: Bahraini

Marital Status: Single

Passport Number: 2536413



WORK EXPERIENCE

Training course in the Electricity and Water Authority (EWA) for two months.

Management Accounts Control Unit: Poor families accounts maintenance, transfers of debt amounts, credit amount and payments between active accounts guidelines, issuing cheques

Bulk & Rechargeable Accounts Unit: Bulk & rechargeable accounts definitions, appliances, billing and collection procedures.

Revenue Control Unit: Deposits treatment against the final bills procedures.

Direct Debit: Managing all direct debit new forms & transactions, monitoring & controlling all direct debit with all concerned parties (Banks & benefit).

Training at Edrak Training Center (Accountant, Admin and training Administrator, Receptionist, Customer Service, Call Center).

Propel Consult (2 weeks)



EDUCATION

(NCFE) Skills for Business Level 2

Edrak Training Center, July 2018 – Oct 2018

Direct English Level 2.1

Tylos human development, March 2018

University of Bahrain

Bahrain, May 2017

B.Sc. in Accounting



PERSONAL SKILLS

Leadership	●	●	●	●	●	●	●	●	○	○
Teamwork	●	●	●	●	●	●	●	●	●	●
Problem solving	●	●	●	●	●	●	●	○	○	○
Analytical thinking	●	●	●	●	●	●	●	○	○	○
Decision making	●	●	●	●	●	●	●	○	○	○

LANGUAGES

Arabic	●	●	●	●	●	●	●	●	●	●
English	●	●	●	●	●	●	●	○	○	○



HOBBIES & ACTIVITIES

Reading



Travelling

