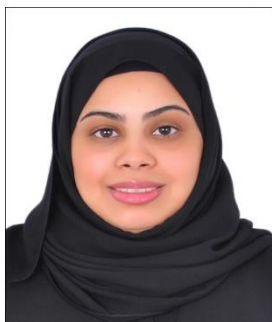


# Curriculum Vitae



## **Zainab Saleh Al Taraif**

House:431 - Road: 4013 - Block: 740 – A'ali

Tel: 33313738

Email: [Zainab\\_altaraif\\_91@outlook.com](mailto:Zainab_altaraif_91@outlook.com)

### **Objective:**

I am ambitious, graduated from a business administration system, looking for an opportunity to use my skill to work with you, work hard, and I want to work for a company that develops and achieves its goals at the same time.

### **Personal information:**

Date of birth: 7 December 1991

Nationality: Bahraini

Material status: Married

Passport number: 2233811

ID number: 911204156

### **Educational qualifications:**

[2013 – 2017] Bachelor of business administration system from the Arab open university.

[2006 – 2009] High school certificate from Al Hoora commercial secondary school for girls.

### **Courses and Training:**

[23 Aug 2018] AAT level 1 award in accounting software.

[7 May 2018] AAT level 1 award in bookkeeping.

[2 April 2018] AAT level 1 award in business skills.

[17 July 2016 – 28 Sep 2016] Workshop with Tamkeen – intelaq program (student business consultancy).

[7 Aug 2016 - 24 Sep 2016] Training in the Bahrain chamber of commerce and industry.

[25 April 2013 – 25 June 2013] Training in the travel access and tourism office (travel consultant).

## **Skills:**

**Computer skills:** familiar with all MS office programs, good user access of outlook, and good surfing skills on the internet.

**Mathematical skills:** using numbers in business.

**Business skills:** checking of business documentation for sales and purchases and recording receipts and payments.

**Bookkeeping skills:** record transaction with customers and suppliers, and bank reconciliation.

**Accounting software skills:** setting up and entering transactions by sage 50 program, and printing reports.

Knowledge the saber program.

### **Personality skills I have learned from consultant work:**

Develop communication, coordination and team work skills through meetings and discussions.

Maintain mutual trust between team.

Manage time and meet deadlines.

Solve problems and make decisions.

**Other skills:** learning new things, work under pressure, persuasion, and accept responsibility.

## **Language:**

Arabic: native language.

English: good in speaking and in writing.

## **Interests:**

Reading, sport, puzzle games, cooking, and social work.

## **References:**

Available upon requested.