



CURRICULUM VITAE (CV)

Personal Information:

Name: Eman Fuad AbdulRasool Ghareeb

Nationality: Bahraini

Date of Birth: 28/3/1993

Age: 26

Marital Status: Married

Address: House: 926, Road: 914, Hamad Town: 1209

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Phone number: 33371744

Education

Period	Name of School/ collage	Degree
2011 - 2017	University of Bahrain	B.S in LAW (Graduated)
2008 - 2011	Hamad Town	Secondary School Diploma

EMPLOYMENT/ WORK EXPERIENCE:

4th November 2018 – 22th January 2019 *Gulf Cx Company – Call center*

22nd April 2018 – 22nd May 2018 *Mashreq Bank – Admin Support*

1st July 2016 – 31st Aug 2016 *Ministry of Justice & Islamic Affairs & Awqaf “Training”*

April 2013 *Formula one Paddock Club*
Hostess

June 2011 – July 2011 *AL AREEN LEISURE AND TOURISM COMPANY SPC (THE LOST PARADISE OF DILMUN WATER PARK)*
Retail Department
Worked as a Retail Assistant in Retail Department.

QUALIFICATIONS:

- Customer service & communications skills.
- Mechanics of enabling the youth & improving their development role from Arab planning institute in Kuwait.
- Spoken English intermediate certificate from aptech institution.

LANGUAGES:

Arabic Native Language (Fluent) .
English second language (good) “ Reading & Writing “ .

ORGANIZATION

My stay at UOB has taught me how to organize my time, workload and the completion of projects/assignments.

PERSONAL SKILLS

Good communication skills & Ability to work under pressure.

Key skills

- *Ability to lead from concept to execution
- * Self-motivated and very enthusiastic.
- * A desire for continuous development.

IT SKILLS:

Quick learner & Strong attention to details.

IT skills :

Experienced and competent in use of MS Office, PowerPoint , Word. Searching the internet as well as being e-mail literate.

Team Work

Lead many projects during my stay at school and UOB where team-work had to be a strong factor otherwise results could not be achieved.